



The Society of Ohio Archivists

The Ohio Archivist

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"It is no small thing to outwit time."

— *A. Bartlett Giamatti, former
President of Yale University*

'To Outwit Time: Preserving the Past, Planning for the Future' is theme of spring meeting in Columbus

The Society of Ohio Archivists spring meeting will be held on April 18 and 19 at the Ohio Historical Society in Columbus. The theme is taken from Ohio's records preservation plan: "To Outwit Time: Preserving the Past, Planning for the Future." Sessions will cover topics such as the Ohio Public Libraries Network, electronic records issues, the state of archival education in Ohio, grantsmanship, time management, conservation, using archives to celebrate the past, cooperative archival projects, and a spotlight on Ohio's photographic collections. There will also be four workshops on Saturday, April 20, for the beginning archivist, on arrangement and description, outreach, appraisal, and computers in small archives.

For more information, contact the program chairs: Dawne Dewey, Wright State University (tel: 513/873-2092; email ddewey@desire.wright.edu); or Kerrie Romero, University of Dayton (tel: 513/229-4267; email: mooreke@dayton).

SOA Annual Report for 1994

Last week SOA Council met at the Ohio Historical Center and approved two initiatives. Consent was given to the creation of a home page for the Society that provides information on membership, Archives Week, upcoming meetings, and other business. Elizabeth Nelson (Public Information Officer for the Society) will have the page in place, probably by the time you read this. I think that it will go well with the SOA listserv, hopefully keeping the membership well informed and promoting our programs. Council also resolved that SOA cosponsor with the Ohio Historical Records Advisory Board a survey of manuscript and nongovernment records in Ohio. This effort is part of a national one to gather basic information about these repositories, such as how many of them there are there, what they are collecting, and who their constituents are. The Council of State Historical Records Coordinators (COSHRC), which is in charge of this effort, is developing a standard survey form and will oversee the compilation of information from all the states.

At its annual meeting in January, COSHRC set a time line for the survey and encouraged all states to participate. The goal is to provide archivists with the same kind of information that is available to librarians, so that we

can speak intelligently about our needs and take pride in our accomplishments. Jerry George, Executive Director of the NHPRC, in a plenary address to the coordinators, described the importance of this data to the work of the commission, and as one of the coordinators and a member of the steering committee, I have supported this initiative. Think of it as census, a roll call, and a physical exam for the profession, all rolled into one.

Our spring meeting on April 18th and 19th will provide opportunities to learn more about the survey, but until then watch the listserv and the home page for further information...speaking of which, the spring meeting will feature Tony Yankus of OPLIN and Liz Bishoff of OCLC as keynote speakers. They will describe many bright prospects in store for Ohio archivists and librarians. There will be many other opportunities for professional growth and development. Mark your calendars!

In closing, I would like to thank our colleagues at Ohio University, Doug McCabe and George Bain, among others, for a remarkable and memorable fall meeting.

George Parkinson
President
The Society of Ohio Archivists

COUNCIL ACTIONS

August 4, 1995

Liz Nelson, OHS, and Judy Walker, WRHS, appointed to Public Information Committee. Support letter approved for Cuban archives/records management group. Booth at SAA approved. Archives Week poster to be supported by matching funds up to \$400.

November 30, 1995

Report on education program showed Archives 101 workshop given in Athens at fall meeting and in Geauga County; George Bain and Ginny Welton added to list of instructors, including Judy Walker, John Miller, and Ann Ameling. New workshops proposed at advanced level: photograph preservation, arrangement & description, archival appraisal, and outreach. Members of Education Committee: Bari Stith, Charles Arp, Douglas McCabe, Ginny Welton. Council approved a letter of support for the Wright State public history program (Plan C), which is being threatened.

The Public Information Committee was expanded to include regional representatives John Brannick, Laurie Gemmill, Douglas McCabe and Jane Sferra, with another member to be added for northwest Ohio.

The Program Committee suggested setting up a budget for meetings, with various ideas about how to fund this. An operations manual to help out future Program Committee chairs will be voted on in February.

Council discussed the need to raise SOA dues. Suggestions for raising the individual and corporate dues were made (three levels for corporate, \$15 for individual). Student dues would remain at \$5. The issue will be brought up to the membership at the spring business meeting.

Rai Goerler requested support from Council for the Higher Education Electronic Records of Ohio Project. A resolution of support was approved for this grant request to NHPRC. This project, known as HEERO, will be on the spring meeting program.

Discussion ensued about raising \$3000 for a computer for the Cuban archivists; SOA will look for corporate sponsors and contribute \$100.

Archives Week 1996 to celebrate family history

"Celebrating Family History in Ohio" will be the theme for Archives Week this year. It will be observed during the third week in October (Oct. 20-26). The event is an annual program of the Society of Ohio Archivists. For more information, contact George W. Bain, Archives Week Coordinator, in care of the Ohio University Libraries, at 614/593-2710 (email: bain@ouvaxa.cats.ohiou.edu).

SOA Education Program offers new workshops for adjunct archivists

The Society of Ohio Archivists is pleased to offer four new half-day workshops to complement "Archives 101," our full-day workshop. All of the above are designed for the volunteer or part-time archivist. There are no prerequisites for taking these courses, although knowledge of archival fundamentals is recommended. The workshops are \$15.00 each, or \$25.00 for two workshops. They will be presented during SOA's spring meeting at the Ohio Historical Society in Columbus on April 18 and during the fall meeting at Fremont in September. Descriptions are given below, the first instructor listed being responsible for the lesson plan. These complete our series of workshops for the amateur archivist.

BEGINNING COMPUTERS FOR SMALL ARCHIVES

SESSION 1—This workshop on computers and their applications for archives is oriented toward the novice computer user. Topics include general computer information and issues, databases, word processing, and the internet; a question and answer session follows.

Instructors: Janet Carleton (Electronic Records Archivist, Ohio Historical Society) and Laurie Gemmill (Archivist, Youngstown Historical Center of Industry and Labor).

ARRANGEMENT AND DESCRIPTION OF ARCHIVAL AND MANUSCRIPT MATERIALS

SESSION 1—This workshop will deal with the general principles of preparing archival and manuscript material for use by researchers (commonly called "processing" or "arrangement and description"). The work-

shop will include: why it is so important to arrange and describe a collection correctly; what to look for when arranging the material and how to do it physically; how to write the description and box list; and tips for managing large collections. The task of arranging and describing a collection can seem overwhelming; however, the strategy of this essential operation will be clearly outlined through hands-on exercises and examples. Participants will come away with a better understanding of the procedure and practical tips that will make the next arrangement and description job easier.

Instructors: Jennifer Songster (Curator of Audio-visuals, Ohio Historical Society) and Charles Arp (Assistant State Archivist, Ohio Historical Society).

ARCHIVAL APPRAISAL

SESSION 2—This workshop will focus on the appraisal of archival and manuscript collections and the institutional cost of accepting a collection. The workshop will consider such things as collections policy, the physical condition of collections, the historical significance of a collection, and the level of processing needed to prepare a collection for use by the public. We will also discuss appraisal of material within collections and the proper disposal of deaccessioned material. The workshop will not address assigning a monetary value to a collection for tax purposes.

Instructors: Charles Arp (Assistant State Archivist, Ohio Historical Society) and Michael McCormick (Curator of Manuscripts, Western Reserve Historical Society).

OUTREACH

SESSION 2—This workshop focuses on improving outreach techniques. Instructors will help you to learn

to access the strengths of your repository, your favorite collection, and your current outreach resources. Whenever possible, the instructors will use the attendees' home institutions as examples. After assessing your current techniques, we will discuss assessment of your potential audience, as well as your relationship to nearby institutions. We will consider outreach in relation to collections development policy, exhibits and displays, media relations, educational programs, fund raising and recruiting.

Instructors: Douglas McCabe (Archivist, Ohio University) and Virginia Welton (Archivist, Ohio Historical Society).

In addition to these workshops, SOA will offer Archives 101 three times this year: at Newark in May; Dayton in the summer; and at the fall meeting in Fremont. If you are interested in teaching any of these workshops, please contact Bari Oyler Stith at 216/285-2222, ext. 276, or Charles Arp at email address carp@winslo.ohio.gov or telephone 614/297-2581.

Charles Arp
Ohio Historical Society

Preservation Listserv

"Walter," a listserv for the Ohio preservation community, was established in late 1995 to provide those charged with preserving materials in Ohio's libraries and archives with a forum for the discussion of problems and concerns. The listserv may be used:

- to discuss relevant and of common concern to those responsible for preserving materials in Ohio's libraries and archives;
- to announce workshops, conferences and meetings that would be of interest to those responsible for preserving materials in Ohio's libraries and archives;
- to post job announcements and meeting minutes that would be of interest to those responsible for preserving materials in Ohio's libraries and archives.

For COMMANDS to "Walter," (subscription, etc.) address your email to:
majordomo@winslo.ohio.gov

To subscribe, in the body of the message, write: subscribe walter
your email address

For posting MESSAGES to list members, address your email to:

walter@winslo.ohio.gov

THE CUBA PROJECT

Please remember our colleagues in Cuba! If you have issues of archival journals that you can spare (the longer the run of issues, the better), or other good publications on records management and/or archives, please let us know.

We are also soliciting funds for a computer for the Association of Cuban Archivists. They need to set up a database of archival information and professional expertise on archives and records management, to be housed in the Faculty of Communication at the University of Havana. The present computers are strictly for classroom use by students of the university and are rapidly becoming outdated. SOA has pledged \$100 to start the fund, and we hope to raise enough for a state-of-the-art machine, with some software. Please contact the Editor (address and numbers on back page) about contributions.

Plans are also underway to bring a Cuban archivist to Ohio, possibly next year, to speak to us about the situation there and see what our own archival and records management systems are like.

THE ARCHIVAL EXHIBIT ONLINE:

Introduction

The purpose of this paper is to consider the implications for archivists involved in the process of mounting an archival exhibit on the World Wide Web. Archivists face many considerations when mounting the online exhibit. Some of these considerations are identical to those faced by the archivist doing a physical exhibit in the traditional sense. Archivists, for example, must remain concerned about providing "balance" lest they leave themselves open to the charge of representing a biased viewpoint in displaying items from their collections. This paper will use for many of its examples, the World Wide Web (WWW) page created by Nancy Birk at the Department of Special Collections and Archives, Kent State University. This exhibit commemorates the 25th anniversary of the shootings which took place on May 4, 1970 at Kent State University.¹

¹ The exhibit may be viewed at:
<http://www.kent.edu/exhibits/4may95/index.html>

WWW home pages provide an unparalleled opportunity for archives to display their collections and inventories in an appealing format. Using a scanner or digital camera, images can be included on any page. Additionally, original source materials can be scanned and explanatory text provided, giving archivists the unique opportunity to showcase the holdings of their collections to the worldwide community which now uses the Internet.

Considerations

TIME

The first of many considerations facing the archivist who would erect a home page on the World Wide Web is the time factor. This will effect everything that he/she does because of the amount of time needed to construct the exhibit while at the same time completing the normal archival duties. In our experience, work on the Web page became a catch-as-catch-can affair, done when there were no patrons needing assistance. The time involved in erecting a home



May 4 Memorial: Photo printed from the screen on Kent State Web page.

KENT STATE UNIVERSITY

ISSUES FOR CONCERN

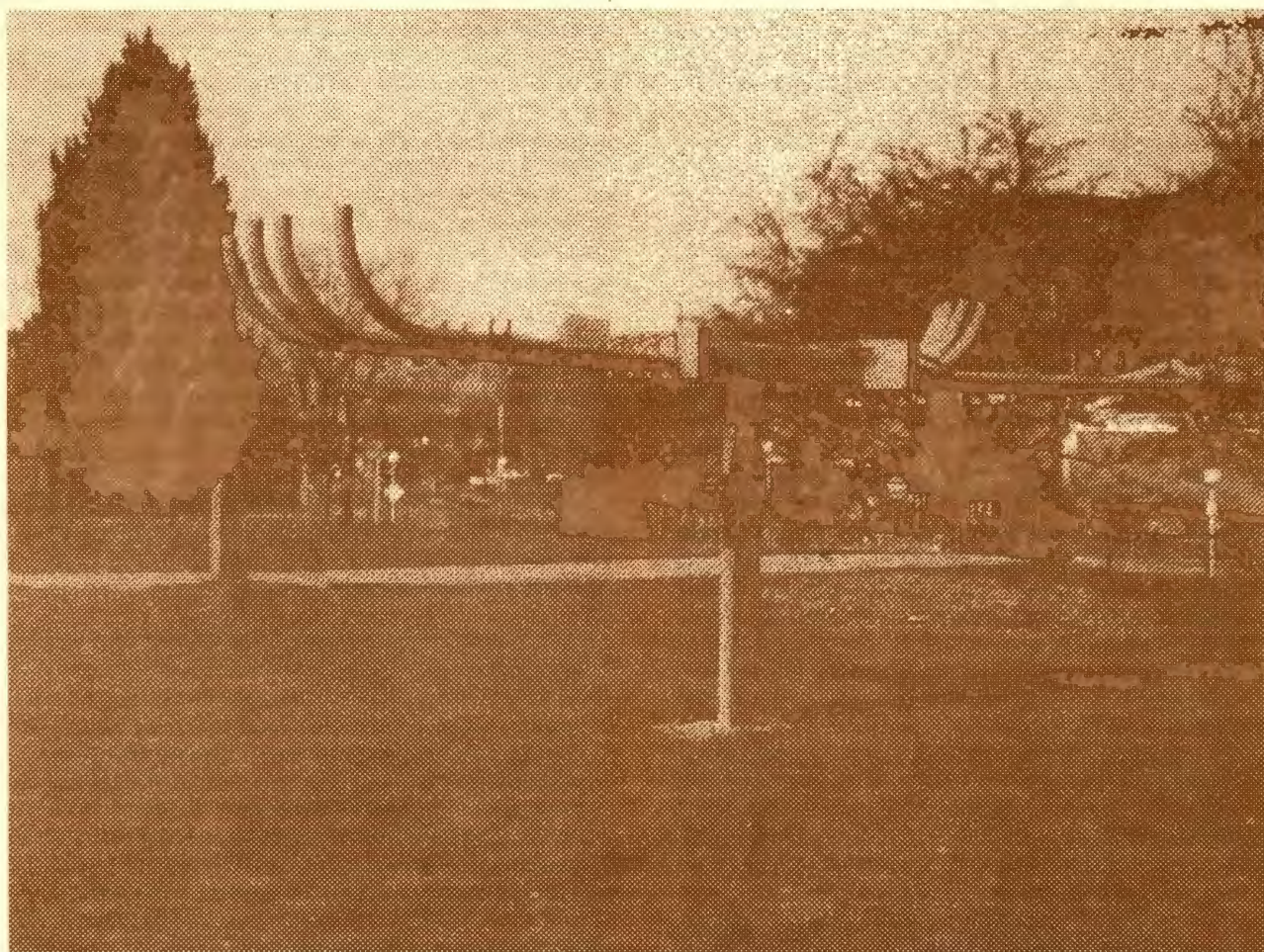
page also depends upon the "learning curve" of the archivist. Several software packages must be used. In the May 4 home page, these included HoTMetaL (HTML), Adobe Photoshop, and Photostyler, supported by a Windows interface. Additionally, archival inventory files were exported to the home page which were originally done on various word processing software packages. The use of these programs or similar ones must be learned by anyone erecting a page, while use of the Windows interface is highly recommended. Adding to the time factor involving the erection of a page is the amount of material one wishes to display. The inclusion of additional inventories adds another step to the revision of inventories also, as the revision must be done using the HTML markup.

SELECTION

What types of material should be displayed is another question the archivist must deal with. Using "flatbed" scanners, two-dimensional images can be digitized and added to the home page. This includes photographs, printed materials, designs on cloth, and realia such as badges and buttons, which afford a flat surface for scanning.

Three-dimensional objects which cannot directly be scanned may be photographed and then displayed by scanning the photographic print. A step may be eliminated, and money saved, by using a digital camera, which permits downloading the information for the digitized image directly into the PC without the use of film or the necessity of having prints developed. The display of images leads to various questions pertaining to copyright ownership and archival ethics, which will also be discussed in this paper. The May 4 exhibit used scanned images from buttons in remembrance of the four students killed. These were scanned directly, and then the buttons were displayed in the physical exhibit. Photographs taken in 1970 were included in the display by scanning selected prints from the archival collection. Annual commemorations and events during the intervening years were also documented in this way, with the inclusion of images taken from posters and ephemera. Contemporary images were acquired using the digital camera. These include pictures of the existing memorials at Kent State as well as images of an art exhibit, "Simple Gestures", mounted in the main gallery at the KSU School of Art.

The experience of mounting an online exhibit and making archival finding aids, as well as material from the collections themselves,



**"The Kent Four," a sculpture by Alastair Granville-Jackson.
Printout of a screen from the KSU home page.**

KENT STATE UNIVERSITY

available, supports the concept of a "virtual" archive in the near future. This scenario envisions the display of all archival materials online, saving many researchers the trouble of an in-person visit. All that is lacking is the electronic storage space and the time resources needed by archivists to complete the process.

In planning an archival home page, it is best to take stock of the situation and gain a clear conceptualization of what can and should be included in the display. In the case of the May 4 anniversary exhibit, a physical exhibit was mounted in commemoration of the 25th anniversary of the events at Kent State. Many of the materials were removed from their respective storage containers, noted, and prepared for physical display. This situation made it more convenient to do the scanning of the images before they were placed in the display cases. Three-dimensional items can also be photographed individually or as part of an array in a display case, if a given concept which can be incorporated into the online exhibit ties the objects together. Once a rough idea of what some of the themes for an online exhibit will be, along with some of the images which will represent these themes, planning may proceed.

Should the project involve working with a team of archivists, each can be assigned a part of the exhibit for which he/she is responsible. In the preparation of the May 4 exhibit, a table was prepared which enabled the team members to list and check off items to be prepared and exhibited. Progress toward each task can be tracked using such a table. Once erected, the number of visits to the home page can also be tracked.

COPYRIGHT

During the planning phase, consideration must be given to the issue of copyright. When possible, items owned by the particular institution should be used if permission to use material possibly copyrighted by someone else is either unavailable or inconvenient to obtain. The same can be said for any text which is used in the online exhibit. It is preferable to use materials owned by the institution sponsoring the home page or compose explanatory and illustrative text anew. Specially prepared graphics or art work may also be required to add color and variety. Naturally, this adds greatly to the amount of time taken to erect an online exhibit. The issue of copyright infringement applies to both physical and online exhibits. Needless to say, new issues have arisen concerning the transmission of electronic information which have yet to be resolved.

TECHNICAL CONSIDERATIONS

There are numerous technical considerations involved with the erection of an exhibit and home page. While these will not be discussed in detail, a few items bear mention. Online exhibits require a certain amount of "space" on servers. If the sponsoring institution does not own such a server, space will have to be found elsewhere and permission obtained from this secondary sponsor. The quality of equipment used, both by the archivist and those who view the exhibit online, has a real impact on the impression created by the images. Using inferior quality screens, even the highest quality digitized images appear washed out, with only the primary reds or greens appearing as coloration. Black and white images seem to fare better under such conditions, but their quality remains undesirable. There is nothing the archivist can do about the photographic reproduction capabilities of the end user's machine, except take comfort in the fact that all other home pages visited by the end user will appear to be of similar quality. The type of scanner used can also have an unforeseen effect on an archival collection. In the May 4 exhibit, we used a "flatbed" scanner, very similar to a photocopier in design. There are also cylindrical "drum" scanners which require the taping of originals to the cylinder for

scanning. This is an undesirable practice using archival paper-based materials. It also seems unlikely that scanning designs directly from flat three dimensional objects such as T-shirts or buttons would be practical using such a device.

THE PLANNING PROCESS

Once such considerations are out of the way, the planning process may proceed. It is recommended that a rough outline of the page be drawn, beginning with the broad concepts to be displayed. The May 4 home page was originally conceived as being made up of three elements: the physical and online exhibits, the source material on May 4, and a promotion of special collections and archives. Again choosing an existing theme (which appears on the May 4 Memorial), the words "Inquire, Learn, Reflect" were incorporated into the exhibit title, along with a specially prepared logo for the exhibit. A logo used by the institution is also suitable, if more readily available than a newly designed one. Some sort of graphic representation should appear on the introductory page with the text to catch the eye of those visitors who may be "surfing the net". In comparison, a page of text without graphics appears dull and lifeless, even if links lead the visitor elsewhere. Unless vibrant graphics make a first impression, many browsers will pass by. Additionally, links to email addresses can be provided for those who would like to ask questions or comment on aspects of the exhibit.

Following the initial outlining of a home page, planning continues with the selection of images and text which will compose the exhibit. Once the explanatory text is composed, specific references within the text can be marked up in preparation for linking them with other photos and text. This phase requires more planning. At this stage, the archivist needs to have a more detailed outline of the intended hierarchy. From the initial screen, where will the viewer go? What images and text need to be linked to achieve the desired impact? Which images are the most powerful? Can these images be balanced with others so that a sense of objective inquiry can be maintained? All of these considerations arise during the planning phase.

The process of mounting the exhibit, as mentioned earlier, creates additional time demands on the archivist. While text files exported to the hypertext software need to be edited and incorporated, the insertion of element codes and minor editing can be done relatively quickly as the process becomes repetitious. File and linking can also be accomplished quickly once familiarity has been gained.

A task which does not lend itself to speed is the preparation of the graphics files for incorporation into the exhibit. Scanning images involves positioning the image on the bed of the scanner, scanning the image, rotating the image, preparing the image by improving resolution, cropping the image, and scanning a second time on the new setting. Oversized images will need to be scanned in sections and the resulting views merged, necessitating a series of additional tasks using the Photoshop software.

Another series of tasks involve converting the resulting TIF file to the compressed JPG and GIF files. This conversion is done in the interest of saving memory. When the scanned images result in "true color" images, they provide the most accurate rendering of the scanned original. TIF files take a great deal of memory and take much longer for the Web browsers to load, so considerations of speed also dictate compressing the files. The resulting compressed files produce a 90 percent savings in memory. Time becomes a factor for the archivist because the processes just described are required for each image scanned, with the exception of merging, which applies to oversized images. Fragile originals require careful handling and positioning on the flatbed scanner, another process which adds to the time needed in mounting an exhibit.



News (right) - As appears in Life Magazine, May 1995 Comments? [Click here](#)

ETHICAL CONSIDERATIONS:
the invalidation of
historical evidence.
The retouching of a
historic photo as
reported on the
MPPA home page
(screen printed from
the Internet).

Copyright 1970 Valley Daily

ETHICAL CONSIDERATIONS

The conversion of images to digitized computer files raises certain ethical concerns for archivists. While the resolution provided by the end-user's equipment is beyond the control of the archivist, other issues arise during the scanning and conversion process touching on historical validity and accuracy. The color settings selected by the archivist, the cropping, and the retouching capabilities of the software make the alteration of images a simple matter during exhibit preparation. All of these factors affect the image seen by the end user.

Recently a photographer noticed the retouched print of Mary Ann Vecchio leaning over the body of Jeffrey Miller at Kent State in May of 1970. In a published article (*News Photographer*, July 1995) this photograph, which ran in *Life* magazine 25 years ago, was discussed. On May 4, 1970, immediately following the fatal shooting of four students at Kent State, Mary Ann Vecchio was photographed by John Filo in the parking lot near Taylor Hall. The original photograph constitutes primary source material for researchers of the incident. The photograph which appeared in *Life* magazine does not. Simply stated, the second photo, now minus a fence post which appeared directly behind Vecchio, no longer constitutes a valid record of a historical event. Where originally taken, John Filo captured a moment in time from a given perspective. The second photo, which has been retouched, still depicts Vecchio and the body of Miller, but does not contain the fence post and is therefore invalid as evidence, being a distortion of what the camera captured that day. The amount of inaccuracy introduced by retouching an image can be viewed as an error of degree. In terms of historical validity, all of what Filo's camera "saw" should be preserved. The error in the second photo was uncovered 25 years after the events of May 1970. Following this discovery, the retouched image should be viewed by historians as an artist's rendering rather than a depiction of actual events. The same holds true for other depictions of Vecchio such as that which appeared on the cover of *Newsweek* in 1970. The viewer recognizes the pose and makes the May 4/Kent State connection immediately, but is not viewing "evidence" of the historical occurrence.

These concerns should be kept in mind by archivists mounting Web exhibits. Should scanned images be cleaned up at all? Should images be enhanced by the archivist? It seems inevitable that

archivists will modify images in the interest of aesthetics. Hopefully, standards of full disclosure will be developed by the profession. These should require that color settings and retouching efforts made by the archivist should be disclosed along with the displayed image. Otherwise "acceptable" becomes a term used to describe relative degrees of historical distortion incorporated into exhibits by archivists.

The capabilities of digitizing equipment also present the archivist with "positive" opportunities to enhance access and facilitate research through document recovery. Using a faded document found in the May 4 collection, we were able to enhance the image and produce a legible copy. As a case study, the document original entitled "Legal Info" was selected. This flyer was produced about 25 years ago on a mimeograph duplicator, and appears faded on the left hand side of the text. First we ran photocopies of the document on a photocopier attempting to darken the copies and render the text legible, with unsatisfactory results. Next, the original was scanned into the computer producing a digitized image. With subsequent modification using the color settings provided with the PhotoStyler software, enough contrast was added to render the document legible. The digitizing equipment captured the faintest impressions left by the ink, which the photocopier could not. Using the color printer attached to the equipment, copies were made at separate contrast settings. With blue ink in the original, gold provided the best contrast in darkening the digitized image. While the photocopies are less clear than the image which appears on the monitor when the file is called up, they are legible and can be read (unlike the original) albeit with difficulty. This method provides the archivist with another tool in document preservation. In this instance, the supposed "distortion" of an original provides the means through which archivists may reconstruct faded and illegible documents. It is again recommended that these efforts be fully disclosed to researchers. Using an enhanced copy of the document we recovered, researchers might assume that the original copy of "Legal Info" is a gold colored handbill, as opposed to a faded ditto sheet.

BALANCE IN THE EXHIBIT

"Balance" in an archival exhibit is a difficult quality to describe. It can be achieved by including a representative cross section of materials from the collection, and making an effort to present

evidence in support of the varying historical arguments which may surround an exhibit. It is not "relativism," which presents an equal amount of evidence for all sides of a situation, including fringe views. Relativism presents history as a kind of supermarket discipline, allowing its consumers to shop for interpretations which support their established personal views rather than take an objective approach. The purpose of an exhibit is to display materials representative of the collection which accommodate various views surrounding the exhibit without advocating one perspective over another. This is done in the hope that viewers will be provided the tools with which they can formulate reasoned opinions based upon available evidence. An archivist who sets out to highlight or downplay established interpretations based upon personal views through the selection of text or items for display does a disservice to the institution he/she represents, the archival profession, and to history itself.

Related to balance is an issue which confronts archivists on a daily basis. Interpretation of historical materials is beyond the scope of the archivist's responsibilities and is considered unethical. As yet, online exhibits of archival materials have not created public controversy. Many physical exhibits have done so, and a brief discussion of one such exhibit can serve as an example of some of the problems which may be encountered by the archivist online.

Indeed, these problems may be magnified when the international audience accessing the Internet is considered. Physical exhibits must be physically visited, while the online exhibit is available to anyone anywhere with a computer and a modem. Recently, the National Air and Space Museum displayed the restored fuselage of the Enola Gay, the Boeing B-29 "Superfortress" used to drop the atomic bomb on Hiroshima in 1945. The aircraft is too large to be displayed at the Smithsonian completely assembled, so the fuselage was incorporated into an exhibit which opened in commemoration of the 50th anniversary of the end of World War II. The text of the exhibit attempted to explain the circumstances which led to President Truman's decision to use the weapon against Japan. It also incorporated the views of so-called "revisionist" historians (namely Stanford University historian Barton Bernstein) who have challenged long-standing interpretations of the events. Veterans of the war marshalled public support and raised an outcry with the U.S. Congress. Later it was learned that proposed revisions in the text of the exhibit had been sent to officials in Hiroshima and Nagasaki for comment and correction of factual errors. The controversy resulted in cancellation of the exhibit by Michael Heyman, director of the Smithsonian, and calls for the resignation of Martin Harwit, director of the Air and Space Museum. The Enola Gay remained on display without the accompanying text. Subsequently, antinuclear protestors attempted to deface the exhibit by pouring a red liquid on the fuselage during the Fourth of July weekend. Another protestor attempted the same at a ceremony marking the first successful detonation of a nuclear device at the "Trinity" test site near Los Alamos, New Mexico. Exhibitors of materials centered on historically controversial events can learn much from the Smithsonian's experience. The May 4 anniversary exhibit deals with a similarly controversial subject for Ohioans. It successfully

does this without promoting an agenda. The theme "Inquire, Learn, Reflect" is nonpartisan, and is intended to be viewed as an invitation to look back and learn from past events. The exhibit itself makes an attempt to include "benchmark" images in support of perspectives emphasized by supporters of the student protest movement as well as supporters of the Ohio National Guard. Scanned images portray the violence and destruction committed by both sides. The burning ROTC building is there, as well as the guardsmen's march and views of the shootings and their aftermath. Photos of student rock throwers are also included. Textually the narrative incorporated into the exhibit consists of an edited version of the chronology of events taken from the University's May 4 Memorial brochure. This text was discussed during the planning phases of the exhibit. It was felt that the text

contained in the brochure was suitable because it had stood the test of time: it dates back to 1970 and the University's first attempts to deal with the tragedy. It was also felt that the text was remarkably well balanced in its effort to avoid placing blame and deal fairly with the issues. Finally, it was noted that the text, owned by the University, could be used in the exhibit without copyright constraints.

The final consideration of the archivist who would mount an online exhibit pertains to what should be done with it over time. It is anticipated that the May 4 anniversary exhibit will remain up indefinitely in the online environment. Currently, it

serves as the principal point of entry into the Special Collections and Archives list of inventories which are also being mounted on the Web. In the future this situation will be reversed, with the exhibit being accessible through the Archives page.

In conclusion, the archivist must deal with several factors of concern ranging from time to preservation. These include: the "learning curve" relating to software packages; planning; producing and storing digitized images; balancing the exhibit and projecting a nonpartisan exhibit without interpretation; and preservation of materials. Copyright infringement and document alteration remain serious issues for archivists which have yet to be resolved in the online environment.

Paul Gregor
Youngstown, Ohio



The "Enola Gay"

PHOTO/PAUL GREGOR

PAUL GREGOR grew up in Amsterdam, Ohio (near Steubenville) and has a master's degree in history from Duquesne University and an MLS from Kent State, where he served as an assistant to the archivist. During the preparations for the 25th anniversary of the disturbances of 1970, his special interest is in the validity and interpretation of historical evidence and popular interpretations of historical events, and he hopes to continue his work as an archivist in a documents repository or museum.



The idea of digitizing the aviation photos in the Wright Brothers Collection was first discussed by the Wright State University Libraries' staff early in 1994. These photos, many original prints, have always been in great demand by aviation scholars and enthusiasts. In discussing this project, we knew we had a few specifications and requirements. We realized that if we could find a way to make the photos available in an electronic format, they'd be far more accessible and more easily used than in their original format. Additionally, we knew we wanted a product that was searchable so that specific images or groups of images could be retrieved. We didn't want a product with randomly placed images in which a user would have to look through the entire catalog to find specific images. We also realized that while this technology was not a preservation medium *per se*, there would be a significant impact on the longevity of the original photos. That is, the originals would be viewed electronically and handled far less by staff and researchers so deterioration would be decreased.

We didn't know of any companies with the technological expertise to help us with such a project. Early in 1994, I was assigned the task of finding a company that could help achieve our goal. As an archivist with little understanding of CD technology, the assignment at first seemed overwhelming. After doing some reading and making a few contacts with other libraries and archives embarking on similar projects, I came up with a list of a few companies to investigate and felt much better about proceeding with our project. The process of gathering information about these companies took several months to complete.

While all the companies insisted they could do the job, it was clear to me that few, if any, could provide the product that we desired. That situation changed when I called Visual Information, Inc. in Denver,

ABOVE: First powered flight, Kitty Hawk, North Carolina, December 17, 1903. ON THE COVER: 1902 glider flight, Kitty Hawk. WRIGHT STATE UNIVERSITY

Colorado and talked to Joe Burke, president of the company. From the outset, Visual Info (hereafter referred to as VII) seemed like a good "fit" for our project. First, unlike many of the other companies contacted, VII specialized in working with libraries and museums. Second, they had experience in dealing with rare photographic collections. Finally, they had developed their own Windows-based software, ImageBase, that enabled the materials to be searched—either a specific image and/or groups of images. After this initial conversation, I was very encouraged and quite sure that we had found the company that could help us with our project.

The next step was to arrange for a demonstration of the ImageBase software. To accomplish this, I sent VII about 15 copies (not originals) of Wright Brothers photographs so that we could see actual images from the collection in the demo. The images sent to VII were of varying quality in regards to photo contrast and resolution. For the first demonstration, only selected library staff were invited to attend.

Joe Burke came to Dayton in July, 1994 and gave a demonstration with images that we had supplied from the Wright Brothers Collection as well as photos from other institutions the company had digitized. All the staff were extremely impressed and we were confident that VII could do the project to meet our specifications.

The next decision to be made was just how to get the images scanned and indexed. Did we want to purchase equipment (and training) from VII and do all the scanning and indexing ourselves? Or did we want VII to handle all of that work? From the start I was in favor



Model A in flight, Germany, 1909

PHOTOS/WRIGHT STATE UNIVERSITY

of VII doing the work—mostly because they had the experience and expertise where we did not. And even with their training, I did not feel we would be capable of doing the job as well as VII staff. Eventually, money considerations dictated the decision as much as anything. Since it would nearly double the cost of the project to buy all the equipment and do the job ourselves, and since we were going to attempt to raise the money from the Dayton community, we chose to let VII do the work.

The final step in getting this project up and running was raising the money. We presented the concept of the project to the Wright family and we were very fortunate that they had an interest. Joe Burke came back to Dayton in November, 1994. He offered a second demo for Wilkinson Wright, grandnephew of the Wright Brothers and family historian. Also included were a few members of the 2003 Committee, a local group charged with planning for the celebration of the 100th anniversary of powered flight. They too, were very impressed and much to our surprise and appreciation, the project was funded through a gift of \$15,000 from the Wright Family Fund.

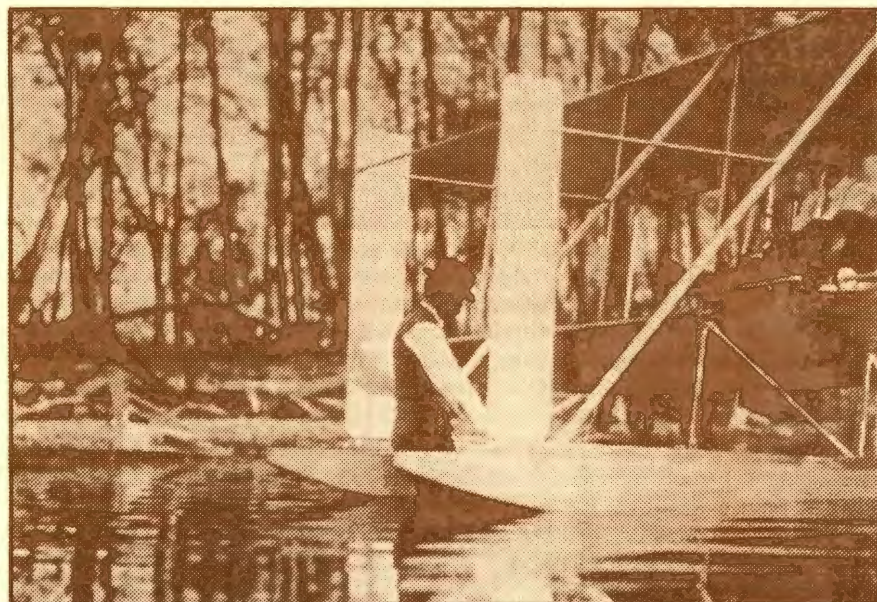
So after a year of staff discussion, talking to various companies, and vendor demonstrations, we were ready to begin the project. The next step was to find a date



Wilbur (l) and Orville Wright, 1909

convenient for both Wright State and VII when the work could begin. In early summer of 1995, Mr. Bob McQuisten of the VII staff came to WSU to begin scanning the photos. We provided space for Bob and his equipment in the Special Collections & Archives Department—so not only did the images not leave Wright State, they didn't even leave the room where they are stored. The fact that VII would come to us and avoid the scenario of sending these valuable images away from Wright State was another important consideration in choosing their company. Bob spent about six days scanning approximately 1700 photos. He did the work on a Hewlett Packard IIIIC flatbed scanner using HP Deskscan II software. He wanted to scan the photos at file size if possible, but because there were so many different sizes of photos and some of the larger images required as much as three megabytes of memory, this goal was not always reached. Further refinements would be made back in Denver with more sophisticated software (Photo-Styler) and equipment. We provided technical support and expertise about the collection. For example, we identified (in advance) the photos to be scanned and tagged the duplicate images so Bob could concentrate on the scanning during his limited visit. Wright State also provided VII with a diskette, downloaded from an existing aviation database (FileMaker), containing all of the information relative to the Wright photos: subject, size, date, exact location within the collection, negative number, etc. Bob returned to Denver with all this electronic data and VII began the process of cleaning up and indexing the images.

Within about 2 months, we had a CD sampler with about 250 images electronically captured. This sampler allowed us to show interested parties what we were doing and allowed our staff to



Orville Wright with Model CH in the Miami River, 1913.

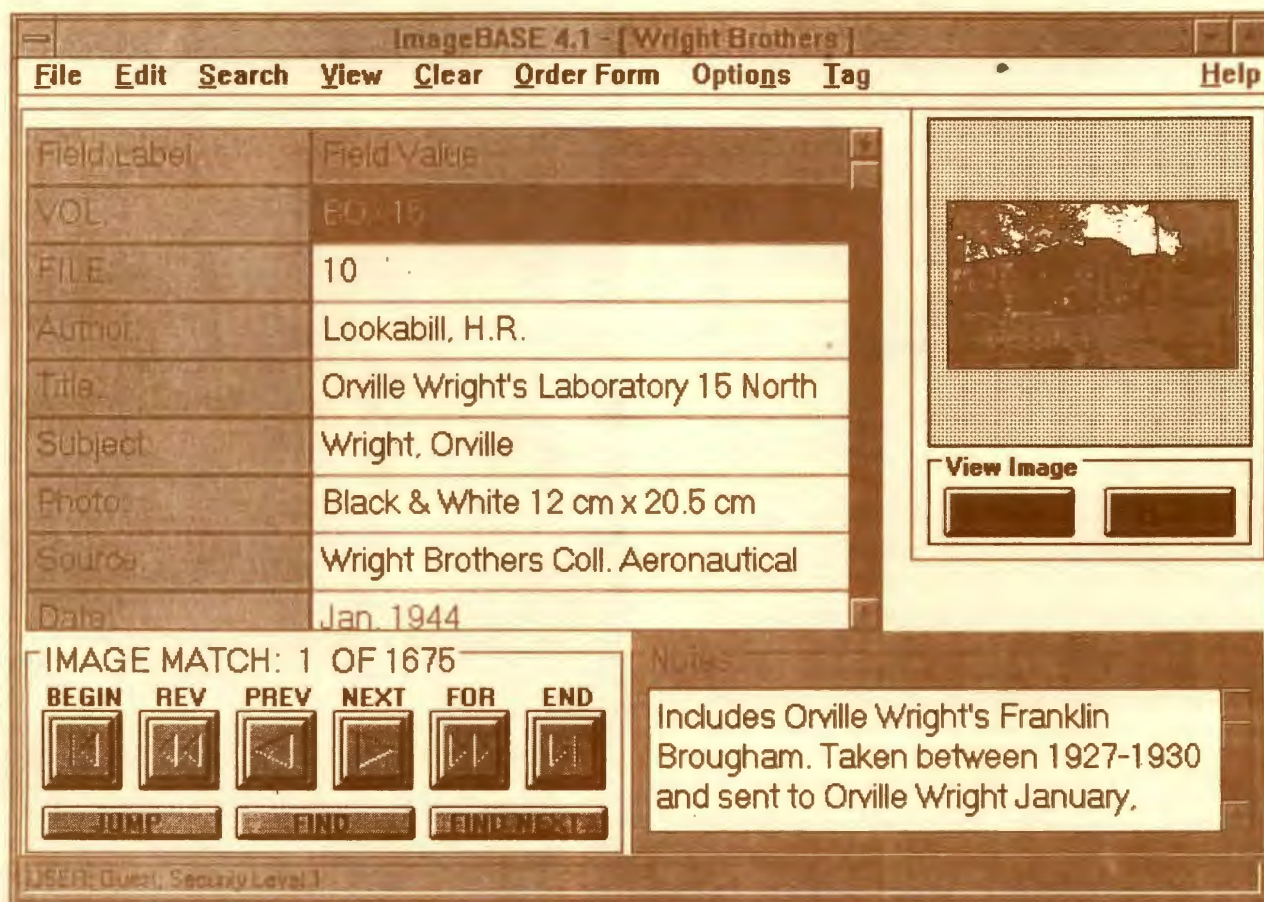


FIGURE 1: Control window index card

become more familiar with the software until the final product could be delivered.

When a user accesses the software and the program comes on the screen, the ImageBase control window appears in an index card format. Each index card has a contact size print displayed with the pertinent subject fields including title, size of photograph, location, negative number, and note field (see Figure 1). From this window it is possible to quickly search the index cards of the collection by several methods. To browse through the images, you simply click on the **NEXT** button in the lower left corner of the screen. This feature will move you through the collection one image at a time. The **PREV** button takes you backward one image at a time. To move more quickly, the **FOR** and **REV** buttons allow you to move up to twenty images at a time, forward or backward.

If you prefer more of a scrapbook approach, you can view the entire photo catalog in ImageBase's contact sheet mode (see Figure 2). This feature allows users to view up to twenty "pixie images" at once. If you wish to view the index card data, simply click on **GET INFO**.

When you're ready to see an image in a larger format, click on the view button and the photo appears in near full screen size (see Figure 3). When



FIGURE 2: Contact sheet

you are in the view mode, you are able to zoom in or out, crop portions of the image, change image colors, rotate images, sharpen images, or perform many other useful functions as provided in the image display application's tool kit.

Perhaps the most significant feature is the ImageBase search window (see Figure 4). This feature allows you to search the entire index in a matter of seconds. You can search for any word used in the collection subject fields by using your choice in the key word search edit box. Or you can select the choices contained in the individual "picklists" that pertain to each of the fields on the index card. This feature allows researchers to search one specific image or groups of images. For example, if you do a keyword search for "Kitty" (for Kitty Hawk), 279 photos on index cards will be selected and can be viewed individually on the screen's control window. All of the ImageBase features and functions are then available for those selected images.

The ImageBase software offers many other options. Some of these features include creation of spreadsheets, and searching by ImageBase location map and hypertext. Currently, this product functions on a stand-alone workstation. However, we plan to connect this PC to the University Libraries' LIBNET network allowing for even greater access to users. Other potential applications may include access to the product from the Internet.

In conclusion, it should be noted that we have been very happy with our CD-ROM product and Visual Information Inc. Even though we've only had the CD a short time, it has already proven to be of immense help to staff, and the researchers who have used it have been equally impressed. For researchers, access to the

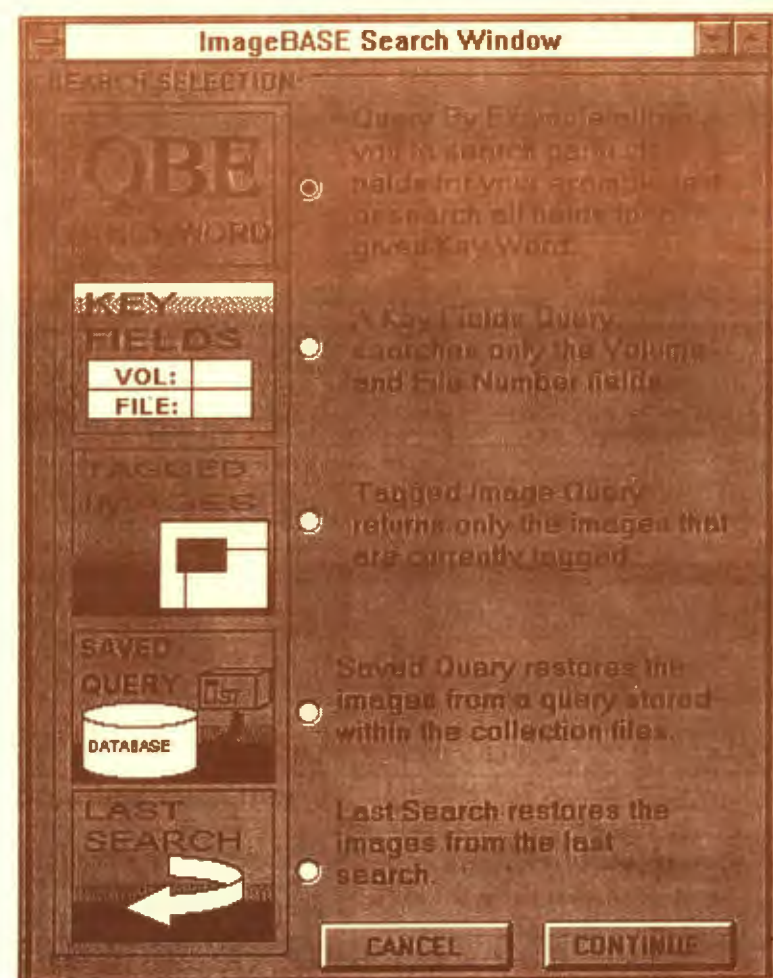


FIGURE 3: Viewer mode

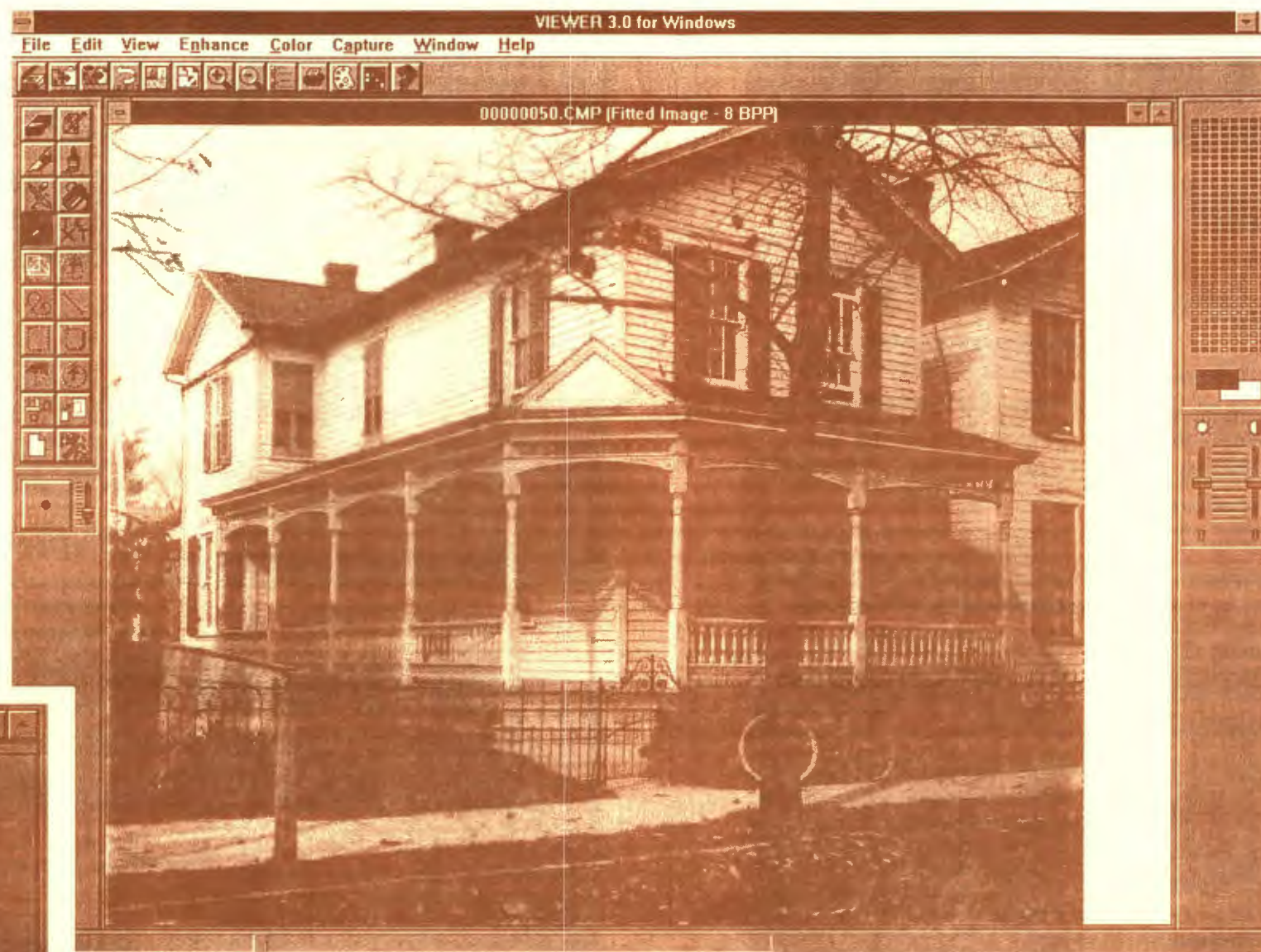
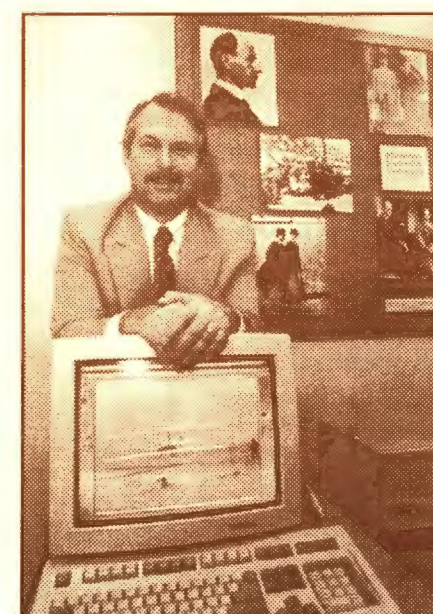


FIGURE 3: Viewer mode

photos of the Wright Brothers Collection is greatly enhanced and they are able to manipulate images in ways never before available. For staff, retrieval of materials for reference use and media requests is much faster and more efficient. With the 100th anniversary of flight just a few years away, interest in this collection is certain to increase and the Wright Brothers Photo CD-ROM will allow researchers greater access while limiting handling of the originals.

Robert H. Smith
Wright State University

ROBERT H. SMITH is a well-known veteran member of SOA, a past president who has served his latest stint on Council from 1993 to the present. As head of Special Collections and Archives at the Paul Laurence Dunbar Library at Wright State University in Dayton, he is also an adjunct instructor in the graduate public history program at the University. As well as running a major Ohio academic archival administration program, Mr. Smith has been prominent in preservation activity and, in SOA's case, acting as liaison with the Ohio Preservation Council.



ARCHIVES WEEK 1995

Archives Week 1995 was a success, with some tangible results coming back to us this time in response to our efforts. The Ohio Veterans of Foreign Wars contributed \$100 in support of the 1995 Archives Week poster with the theme "Letters Home: Documenting World War II in the Archives." This is important because it is support from outside the profession. It can be seen as recognition of the purpose of Archives Week and, indirectly, of archivists in general. If you know members of the VFW, please say "Thanks" in an appropriate fashion.

The poster featured documents from the Meigs County Pioneer & Historical Society and Archives & Special Collections, Ohio University. Excerpts from letters and documents about Walter Ervin, an Athens County soldier who became a prisoner of war in Europe; a photograph of a Meigs County soldier by his army truck; and letters from a Meigs County sailor in the Pacific can be seen in the poster. It is a duotone print produced from digitized files and printed on a coated stock. It was designed by O.U. graphic design student Abby Burnworth, with assistance from staff in the Instructional Media & Technology Services Dept., Ohio University Libraries.

Following a presentation by George Bain to the Nelsonville Rotary Club in early November, a Rotary member, Delbert Kuhn of Nelsonville, sent a small collection of materials—mostly letters to his wife—to Special Collections at Ohio University. Kuhn was an airman with the 5th Air Force in the South Pacific.

The writer of the following poem is a veteran who landed in France on D-Day and who now lives in Springfield, Ohio. He read a notice about Archives Week in the Ohio VFW magazine and wanted to share the poem, sending it to us through George Bain.

MY BUDDY

*We are happy to see you, all who came,
It's been so long ago...
We frolicked with you, and wondered "What next?"
We, who are here to stay.*

*Among our thoughts, could we but ask
What ever happened after we left?
We just know you guys excelled...
We, who are here to stay.*

*After victory, how was your home-coming?
How are your families and loved ones?
That, I believe, is what we miss, most of all...
We, who are here to stay.*

*How is the "good old U.S. of A." doing?
Tell your leaders we wish them well...
We pray for world freedom, and understanding,
We, who are here to stay.*

*We beseech you to remain resolute,
Forever vigilant of evil forces.
Always remain curious, as to why...
We, who are here to stay.*

*Regretfully we return now to quiet reverence.
Oh, but could we grasp, once more, your strong hand,
And celebrate with you this GOD-GIVEN day...
We, who are here...to forever...stay.*

—Dick Herzog, 1995

SOA SESSION REPORTS

Fall Meeting • Ohio University, Athens • September 28-29, 1995

THURSDAY, SEPTEMBER 28

Any Idea Where We Are? Geographic Information Systems and the Archives

Gene Johnson, Public Utilities
Commission of Ohio (retired);
James Lein, Ohio University;
George Bain, Ohio University,
moderator.

REPORTED BY GEORGE BAIN

The first speaker was Ohio University geography professor James Lein. He outlined four components for a geographical information system (GIS) in the following environments: 1) hardware; 2) software; 3) database; and 4) organizational context. He likened a GIS file to a layer cake of files and noted that GIS systems provide a great number of benefits but run into problems in keeping data current and in keeping noncurrent data following updates. Strategies for solving this tough, knotty problem include archiving the data, retaining time slices, time-stamping files, and chaining files (storing changes only). He concluded with an argument for the role of a spatial data archive.

Next, Gene Johnson, recently retired from the Public Utilities Commission of Ohio (PUCO), talked about mapping in general and then about the GIS system that has been developed at PUCO. He explained some of the problems that one encounters in making maps that are truthful, accurate, and precise, whether done by hand or by electronic means. With aids such as global positioning systems (GPS), he stated, the PUCO maps are accurate to within 30 ground feet. Johnson also explained how these maps combine hues of color to convey information to users rapidly. He concluded with slides showing uses for and applications of GIS systems in Ohio. An interesting Ohio first was that the Morrow Electric Cooperative of Morrow County was the first group to use global positioning in mapping their utilities.



"Some Pig!" Charlotte Spins a Web Server

Barbara Clemenson, Case Western
Reserve University Libraries,
Cleveland.

REPORTED BY BARBARA CLEMENSON

The following is a digest of Ms. Clemenson's presentation, outlining the methods used at her institution in constructing a Web page.

1. Analyze your institution's goals and projected level of involvement with the World Wide Web.

The more involved, interactive and current the institution's Web site, the more resources it will have to commit to creation, maintenance and updating. Web work is time-consuming. One idea that institutions might capitalize on is volunteer work by individuals interested in computers and eager to learn new skills. At the University Libraries, ANYONE with an interest was invited to serve on a committee to develop our Web site, and because of the interest and dedication of that group, we were able to do a great deal in a short amount of time. There's no substitute for enthusiasm.

2. Choose a server (your site's gateway to the Web) and decide whether to outsource the work or to train your own people.

If you simply want a presence on the Web, without much updating or interaction, and you don't have access to a server, you might want to outsource your work. If you do not have access to use a server (such as that of a nearby/affiliated university), you will have to pay a server-provider for a site, update, and maintenance. You can locate information about Web server providers on the Web itself.

3. Go through the process of setting up a Web site, using CWRU's University Library project as an example:

a. How can you get started?

Again, utilizing people with an interest and enthusiasm about the project, whether they are staff or volunteers, adds an element of synergy that is more important than previous knowledge, experience, or anything else.

b. What issues will you need to consider?

1. Home page

We brainstormed, listing what we thought should be on the home page. Then we grouped similar ideas and prioritized.

2. Contents of site (informational, substantive, pointers to other Web sites)

Web sites contain both information and links to other Web sites; the emphasis on one or the other is a continuum. You have to decide which is most important to you.

Informational sites will be used more heavily than pointing sites. We decided to concentrate on information while providing a few links to key sites.

3. Stylistics/use of graphics

4. Developing sets of similar pages

The way to set up your pages, and your use of graphics, will provide identification of "your" site as patrons explore the Web. We developed a home page graphic, and then a similar, smaller masthead for all other pages that clearly identify to browsers that they are at the UL Web site. We also maintain a similar page setup throughout our site.

5. Site organization, maintenance, and delegation of work

As people work, they will tend to take special interest in one or more particular aspects of Web work. Delegating those responsibilities helps in Web maintenance.

4. Focus on putting manuscript collection guides on the Web

a. How do you take your guides and reorganize them for the Web?

b. How do you organize your directories and documents?

We developed separate directories for our manuscript collections, and, once we decided how to organize our guides for the Web, followed that format as closely as possible for each collection. We were also careful to develop a standardized way to name each document connected with a particular collection so that anyone doing maintenance in the future can quickly determine which document they need to change.

c. How do you handle photographic collections?

We want our collection to be available for browsing, yet want to protect our copyrights and prevent the photographs from being used without our knowledge. So we decided to limit the size of portrait photographs to not more than 4" across, and the size of landscape photographs to not more than 5" across. These sizes were big enough for viewing yet too small to be used for most unauthorized purposes.

We also included a copyright statement and a link to our Special Collections Department if the browser wanted further information on obtaining a reproduction.

Here are some URLs—have fun!

UNIVERSITY LIBRARY HOME PAGE:

<http://www.cwru.edu/CWRU/UL/homepage.html>

MANUSCRIPT COLLECTION HOME PAGE:

<http://www.cwru.edu/CWRU/UL/MC/MC.html>

TABLE OF CONTENTS PAGE FOR THE CHARLES F. BRUSH PHOTOGRAPHIC COLLECTION:

<http://www.cwru.edu/CWRU/UL/MC/BrushPhotographs.html>

TABLE OF CONTENTS PAGE FOR THE FRED H. COLVIN PHOTOGRAPHIC COLLECTION:

<http://www.cwru.edu/CWRU/UL/MC/ColvinSerIII.html>

Another Roadside Attraction: Southeastern Ohio Researchers and Research

Deborah Elliott, Park Manager, O. O. McIntyre Park District, Gallia County; Lorle Porter, Muskingum College; Hubert Wilhelm, Ohio University; Mary Anne Reeves, Southeast Ohio Historic Preservation Office, Athens, moderator.

REPORTED BY MARY ANNE REEVES

Deborah Elliott told about the research that has been done for the historic site marker program of the Park District in Gallia and Lawrence Counties. The program was proposed in 1977 by Designers Forum (a consulting firm) and cosponsored by the O.O. McIntyre Park District and the Gallia County Historical Society in conjunction with the Local History Office of OHS. Work was begun in 1980, with land acquisition, property easements, and site maintenance being part of the project. A master plan listed 25 sites, and priority was given to sites on the National Register of Historic Places. Elliott gave a slide show of the sites that have been taken care of to date; these commemorated events, places and people as diverse as stone water towers of a former hospital, Morgan's Confederate raid during the Civil War, Lord Dunmore's War in 1774, the Silver Bridge Disaster at the Ohio River, and the Waterloo Wonders, a famous basketball team. A new project, the "scenic tour" on the Gallia County Hike and Bikeway, is now in the process of development.

Dr. Porter, trained as a medieval historian, became interested in local history a few years ago. Since then, she has written several books on local topics, including her latest: *The Immigrant Cocoon: Central Europeans in the Cambridge, Ohio Coalfield*. She discussed her research, which included such exciting adventures as being locked in the Muskingum County Court House and falling into a collapsed grave under the snow in a cemetery where she was reading tombstone inscriptions. Newspapers, church records, diaries, and other archival materials, as well as actual site inspections of cemeteries and churches have contributed greatly to finding the truth in her research.

Dr. Wilhelm rounded out the panel with his discussion of being able to look at the landscape and discern clues to the past. He first discussed how important archival material is in enabling one to understand the land; for instance, southeastern Ohio is subdivided in a unique fashion. The usual six by six-square-mile section is not always found in this part of the state, for one of our early surveyors and settlers was familiar with a system of long lots, which he duplicated along the Hocking River in Athens County. Prof. Wilhelm also discussed his research on early settlers in Ohio and used maps to illustrate where they came from and where they settled. He then talked about a phenomenon on which he has expended some study—owl holes in barns. He was able to prove that the barn carpenters were mostly Freemasons and that many of the owl holes are Masonic symbols that owners had given permission to carve in barn gables. Owls were welcomed for their beneficial service in exterminating mice.

Trout Fishing in Cyberspace: OhioLINK and the Archives

Tim Smith, Ohio University.

REPORTED BY FRED LAUTZENHEISER

The speaker gave a thorough general introduction to beginners on how to navigate the internet. First he described various types of software that allow one to access the World Wide Web; 75 percent of users use Netscape, but people can browse the internet using Ethernet as well, which doesn't need special connections like Netscape, but allows fancy graphics with pictures and sound. America On Line (AOL) and Compuserve are commercial and provide their own ways to browse the net. LYNX software provides access, but there are no graphics or music. If a private person has a modem, he/she can use SLIP/PPP, which "makes your system think it has Ethernet." Commercial providers can make this available as well, with prices varying quite a bit between areas where competition lowers the cost to the customer and places where a small number of users drives the price up. Modems, however, are always slow.

Smith then described OhioLINK and gave a demonstration of various institutions' holdings on that system. In the course of his presentation, he clarified numerous terms that we use without sometimes knowing exactly what they mean and where they came from. He described gophers, which were first used to publicize archival holdings, and which are easy to use but don't have all the bells and whistles of the World Wide Web (WWW). URL addresses can give access to WWW sites, but can be used widely for other sites too; "http" designates a hypertext WWW site. Bookmarks can be used in Netscape to enable you to trace back your trail again and relocate things you found interesting. Home pages are informational sites, not just for an institution, but for a department or even an individual. Smith showed the group the home page for a person who likes to restore antique cars—it included color photos of his favorite restoration jobs. A browsing system that was created in the owners' spare time for fun caught on and is now one of the most popular vehicles—Yahoo. Web Crawler is a similar browser, but is extremely fast.

The entire field is in flux, and whereas a few years ago Mosaic was the latest thing, Netscape has taken its place. Smith elaborated on various aspects such as censorship, custom configuring, subject access, and special places to find material of interest to archivists, and he distributed some very useful handouts.

Getting There from Here: Ohio 2003 Plan and the Preservation Agenda 2000

Marjorie Haberman, Ohio Historical Society; Clara Ireland, State Library of Ohio; Mike Lucas, State Library of Ohio; George Parkinson, Ohio Historical Society; Dawne Dewey, Wright State University, moderator.

REPORTED BY DAWNE DEWEY

This session focused on finding common themes and suggestions for implementation of the Ohio 2003 Plan and the Preservation Agenda 2000. George Parkinson opened the session by introducing the Ohio 2003 Plan and emphasized that "cooperative planning efforts will strengthen everyone's programs." Archives and libraries should find common funding sources and coordinate efforts to obtain the funds for projects that will benefit us all. "Homefront and Battlefront: Ohioans Serve the Nation" is one such regrant project already underway to improve access to important archives, manuscript and audiovisual collections documenting the patriotic experiences of Ohioans during times of war. Parkinson sees Ohio's bicentennial as more than just fireworks. It is an opportunity "to begin projects now to preserve Ohio's historical record, projects that will continue beyond 2003."

Marjorie Haberman, Processing and Automation Head, Ohio Historical Society, described automation efforts currently underway at OHS and its sites around Ohio. The Society hopes to increase access to its collections through automation by placing its holdings online first with Ohio State University and then OhioLINK. The Western Reserve Historical Society and the Cincinnati Historical Society are working with OHS to design systems that will be able to communicate with one another. OHS recently established a home page which introduces researchers to collections, provides the Ohio Village schedule, answers reference requests, puts finding aids online and serves as an information source for Ohio government. This statewide automation project will serve to increase access as outlined in the Ohio 2003 Plan.

Mike Lucas introduced another project to increase access to Ohio's historical record. The Ohio Public Library Information Network (OPLIN) will connect all 250 public libraries into a statewide telecommunication network. All of Ohio will have access to the network, which will include OhioLINK, OPLIN

and SchoolNet. OPLIN will make possible a better way to identify and evaluate collections of concern in Ohio's libraries, which will help in Ohio's preservation planning.

Clara Ireland outlined actions set forth in "To Outwit Time," the preservation action agenda for Ohio. The Ohio Preservation Council (OPC) is working hard to implement these actions, which include finding funding sources, establishing a preservation office, identifying collections needing preservation, creating and maintaining a directory of technical skills, services and resources for preservation, and identifying statewide preservation issues. A source of funding has been established through the Ohio Historical Records Advisory Board (OHRAB), which reviews grant proposals submitted to the National Historical Publications and Records Commission, or NHPRC.

An interim Preservation Office has been established, as well as a Web site named "Walter," to connect the state's preservation community and facilitate the exchange of information. OPC has compiled a "Yellow Pages" which lists individuals and institutions and their areas of preservation expertise. OPC also publishes *Preservation Issues*, a quarterly newsletter.

Many projects have already begun to implement the Ohio 2003 Plan and the Preservation Agenda 2000, as the speakers have shown. It will take all of us working together to identify and put into action ways in which we can preserve and provide access to Ohio's rich historical record.

Prometheus Unbound: Communications Scholars and Students in the Archives

Joseph Berndt, Judith Lee, David Mould, Robert Stewart, all from the College of Communications, Ohio University; Barbara Floyd, University of Toledo, moderator.

REPORTED BY BARBARA FLOYD

Panelists for this session consisted of four professors of communications at Ohio University who have made extensive use of archival sources in their own research and have also introduced their students to using archival materials. The session's introduction pointed out that journalists and archivists have much in common, in that both professions seek to make information available to the public, and both professions involve evaluating the value of information. However, archivists often dread journalists as patrons because they can be demanding on their time and often are unwilling to dig deeply into collections. As such, this session sought to

bring the two professions closer together by showing how these four professors teach their students not only that archival sources exist, but how they should be properly used.

Robert Stewart, a professor of journalism, introduces his beginning-level journalism students to the archives through a class in information gathering. Students are exposed to the types of information available in archival repositories and how such material can be utilized by journalists in writing many kinds of news stories. Joe Berndt, also a professor of journalism, requires his class in magazine writing to make extensive use of local history materials. Students often write stories based upon archival collections for *Southeastern Ohio Magazine*, which is published as the final product of the class. David Mould and Judith Lee, both professors of telecommunications, use special collections materials in their upper level and graduate seminar classes. Both instructors commented on how excited students became about the subjects of their research when using archival materials.

The session concluded with comments from each of the panelists on how they had first learned about using archival documentation in their own research, and suggestions for how archivists and journalists could learn to work closer together for the benefit of both professions.

Gimme It Now! Public Records Legislation and Records Management Programs in Ohio

Nancy Chiles Dix, 31st Senatorial District of Ohio; Barbara J. Fox, Perry County Recorder; Charles Arp, Assistant State Archivist; Ken Grossi, Ohio State University, moderator.

REPORTED BY KENNETH GROSSI

Senator Dix expressed concern about the public records legislation that is being debated in the Ohio General Assembly. She felt that there are certain records which may not be suitable for the public domain, such as personnel files and research files. The wording of the bill is too legalistic; it implies that public offices are holding records hostage; and it assumes that patron requests are the most important job of a public officer. Dix said that if the bill becomes law, companies (such as Honda) may not fund research proposals. They are concerned about open access to all records, especially research projects. Dix reminded the audience that the bill has the support of the Ohio Newspaper Association. The subcommittee considering the bill is scheduled to vote in November; then the bill

would move into the full committee, the Senate, and then the House,

Barbara Fox thanked Senator Dix for her efforts to oppose the bill. Fox stated that the County Recorders' Association will discuss the bill at their winter meeting. She noted that recorders and other government officers are fearful that it could cause financial burdens for the counties. While the number of patron requests might increase, the resources to handle those requests may not be adequate. In Perry County, the Recorder's office has been able to handle the current workload, but staff could be overburdened if the bill becomes law. Fox described her first days on the job, mentioning that Ohio University Archives staff (George Bain and John Anderson) assisted in the assessment of records in the attic of a county building. She noted that many county officials have gone through the same struggles that she has faced. The public records bill will create additional concerns.

Charles Arp discussed the Ohio Historical Society's electronic records grant and the Supreme Court Task Force on Records Management. The electronic records grant proposal submitted in June 1995 has been funded, and the project will run from January 1996 through December 1997. The goals are: 1) to identify electronic records of value; 2) to establish online services for OHS; 3) to create guides to records; and 4) to create a model for access to electronic records. The Ohio Supreme Court Task Force has focused its attention on guidelines for appellate courts and records retention schedules. Members of the Task Force include judges and systems analysts. Arp, a member of the Task Force, says it will work to reorganize a system that was established in the 18th century and create guidelines to meet the needs of the present and future.

Following these comments, members of the audience and the speakers engaged in a lively discussion concerning the public records legislation. The concerns voiced included: the need for more resources to meet an increase in patron requests; clarification of the definition of a public record; and a better understanding of the "research" policies of archives (e.g., At what point does the legislation absolve the archives staff of meeting requirements because of the extensive research time involved?). The wording of the legislation was discussed, and members of the audience pointed out that certain clauses need to be examined because there are questions about penalties for delay in response to requests, fees for service, and what constitutes a reasonable request. The discussion ended with many agreeing that the bill would continue to undergo close scrutiny in the Ohio legislature. ■

Abstract of the OHRAB Annual Report

THE OHIO HISTORICAL RECORDS ADVISORY BOARD

The Ohio Historical Records Advisory Board met four times in fiscal year 1995. The September meeting was held at the Cincinnati Historical Society in conjunction with the fall meeting of the Society of Ohio Archivists. The Board gained three new members on 24 August 1994, when Governor George V. Voinovich appointed Carol Tomer of the Cleveland Clinic Foundation and Michael Lucas of the State Library of Ohio to the Board. The new members replaced John Fleming, Diana Synadinos, and William Crowley. Dennis Harrison, Jonathan Dembo, Barbara Floyd and James Oda were reappointed upon the expiration of their terms.

The Board reviewed two grants submitted to the National Historical Publications and Records Commission (NHPRC) against the 1 October 1994 deadline. One was submitted by the Grail, an international women's movement, and the other by the Toledo Museum of Art. Neither received funding. Two representatives of the Toledo Museum of Art attended the Board's May meeting to discuss improving the museum's proposal for resubmission in October 1995. The Ohio Historical Society submitted an electronic records proposal, "Establishing the Ohio Electronic Records Archives," to NHPRC against the 1 June 1995 deadline. Because Deputy Coordinator George Parkinson is the project director and cannot review the proposal, Barbara Floyd acted in his stead to collect and summarize Board members' reviews.

At its December meeting, the Board adopted a resolution in support of Archives Week. Coordinator Gary Ness and Deputy Coordinator George Parkinson carried the proposal to the February 1995 meeting of the Council of State Historical Records Coordinators in Washington, D.C., where it was accepted by the Council. Most of the Board's efforts, however, went toward refining its strategic plan, now called "The Ohio 2003 Plan," and achieving its objectives. The word "draft" was dropped from its title in February when the Board officially adopted the plan. In November, George Parkinson and Barbara Floyd presented a session on the plan at the annual meeting of the Ohio Association of Historical Societies and Museums. This session underlined the need to include smaller historical organizations in the Board's efforts. Also in November, Ohio Historical Society staff member Eliza-

beth Nelson distributed the Board's plan at the annual conference of the Ohio Academic Library Association.

Throughout the year, the Board achieved many of the objectives of "The Ohio 2003 Plan." Work began on the Board's first regrant proposal, "Homefront and Battlefront: Ohioans Serve the Nation," which will accomplish Objective A2 of the plan. The Board fulfilled Objective A3 by encouraging the continuation of two successful programs organized by the Society of Ohio Archivists: Archives 101, which teaches archival skills to nonprofessionals; and Archives Week, which puts some of the treasures maintained by Ohio repositories on display to increase public awareness of the importance of archives. The Board also furthered Objective B2 by supporting the Ohio Historical Society's grant proposal, "Establishing the Ohio Electronic Records Archives," which was submitted in June 1995.

Additionally, the Board resolved to implement "To Outwit Time; Preserving Materials in Ohio's Libraries and Archives," a preservation action agenda resulting from a grant from the National Endowment for the Humanities (NEH). In this it continued the efforts of the now-defunct Statewide Preservation Planning Committee, and the preservation plan became part of OHRAB's objectives. In May 1995, "The Ohio 2003 Plan" and "To Outwit Time" were printed jointly. To date, nearly 2000 copies of the joint publication have been distributed, including copies to members of the Society of Ohio Archivists and Ohio lawmakers.

The end of fiscal year 1995 decisively marks the end of OHRAB's planning period. Fiscal year 1996 will be a year of action for the Board. A regrant proposal for "Homefront and Battlefront: Ohioans Serve the Nation," which will focus on records documenting the wartime experiences of Ohioans, will be submitted to NHPRC. The Board will work to implement "To Outwit Time" by establishing an Interim Preservation Office supported jointly by the Ohio Historical Society and the State Library of Ohio. In addition, Board members will meet with interested groups to publicize OHRAB's activities and encourage grant applications. ■

**Roster and Minutes
of the Ohio Historical Records
Advisory Board (OHRAB)
appear on page 15**

SOA ELECTIONS

Candidates respond to questions on the issues

PRESIDENT

The Ohio 2003 Plan provides a statement of priorities and preferred approaches for historical records programs in Ohio's libraries and archives. Which of the priorities outlined in these plans do you feel are of the utmost importance for the Society of Ohio Archivists, and how will you as president help SOA to participate in and promote the success of these priorities and plans?

GEORGE PARKINSON: State Archivist & Head, Archives/Library Division, Ohio Historical Society. B.A. in History, Ohio State University; Ph.D., American history, University of Wisconsin. Member: SOA (President, 1995-; Vice President, 1993-1995; Council, 1991-1993; MAC; SAA (partial listing).

The Ohio 2003 Plan and "To Outwit Time" stress electronic access to archival materials and cooperation among archivists, librarians, and others who are interested in books and historical records. Goal C of the plan, for example, calls for the use of original source material in Ohio through "OhioLINK, or similar online networks." Given the opportunity for Ohio archivists to be part of the Ohio Public Library Information Network (OPLIN), there is now a new realm of possibilities. OPLIN will supplement OhioLINK and eventually provide 700 new access points to public records at public libraries. Our spring meeting will highlight this bright future, and as SOA's president, I will establish a close working relationship between SOA and OPLIN. I would promote ongoing SOA involvement with implementation of these plans, such as Archives Week, and find new opportunities such as the one that OPLIN offers.

VICE PRESIDENT

One of the responsibilities of the vice president is to conduct strategic planning for SOA. What projects in SOA's strategic plan do you see as priorities, and what skills and experience do you have to offer which would help SOA implement them? Would you as vice president work to coordinate SOA efforts to support or enhance priorities set forth in the Ohio 2003 Plan and "To Outwit Time," two Ohio initiatives to preserve and make accessible materials in Ohio's libraries and archives?

KENNETH M. GROSSI: Assistant University Archivist, The Ohio State University. Degrees: B.A. in Secondary Education, The University of Akron; M.L.S., Kent State University; M.A. in History/Archival Administration, Case Western Reserve University. Working on a Ph.D. in History, The Ohio State University. Member: SOA (Secretary-Treasurer, 1989-1995; SOA Vice President, 1995-1996).

Membership, educational programs, and working with other organizations and groups should receive priority in SOA's plans. I believe these three areas encompass all that was mentioned in the Strategic Plan. Further, I believe that the Ohio 2003 Plan and "To Outwit Time" should be supported by SOA. The goals of these two programs further define the goals of archivists and those who wish to preserve and make available Ohio's documentary heritage.

The membership should continue to be the primary concern of Council. Council should involve as many members as possible in program planning and committee work. Educational programs, both workshops and sessions at meetings, benefit both members and nonmembers, especially those who cannot attend regional or national meetings and workshops. SOA should continue to develop and offer the basic and advanced workshops. Cooperation with other organizations could provide SOA with an opportunity to expand its membership, while creating a network of resources to enhance the programs of the cooperative groups.

Council members, vice president or otherwise, must be willing to dedicate time and effort to meet the priorities mentioned above. I have served on SOA Council since 1989 and have realized that there is no substitute for hard work and people who are

willing to share their talents. I hope to have another opportunity to serve as vice president and work with the dedicated people on Council.

DOUGLAS McCABE: University Records Manager, Ohio University. Degrees: Bachelor of General Studies; M.A., both Ohio University. Member: SOA (Council, 1994-), Athens County Historical Society.

SOA's strategic plan goes a long way toward guiding the Society to meeting its objectives into the next century. The plan has also endorsed the priorities of the Ohio 2003 Plan and "To Outwit Time." In addition, the Society has made a commitment to enhancing the role and perception of archivists through continuing education, cooperation with users and donors, increased membership in the Society, and greater visibility for the profession. Whether or not I am elected vice president of SOA, I will continue to promote these objectives just as I have done in the past.

COUNCIL

The Society of Ohio Archivists is an organization through which archivists and those in related fields can exchange ideas, discuss issues, pursue education, and promote the field of archives. What skills, experience and ideas would you bring to Council to help promote SOA's mission?

THOMAS J. CULBERTSON: Head of History and Education, Rutherford B. Hayes Presidential Center. Degrees: B.A., Knox College; M.S.L.S., Syracuse University. Member: SOA, MAC, SAA.

In my job at the Hayes Presidential Center I wear many hats, as do many members of SOA. I am required to coordinate the activities of our librarians, archivists, museum curator, and interpretive staff. In working with people from these different professions, I find that we wrestle with many of the same problems. How do we deal with computerization? How do we protect what we have? How do we attract patrons? Where do we get money? Perhaps SOA could work with the Ohio Museum Association or the Ohio Library Association in developing educational programs for our members. Archives 101 and our workshops can serve a larger audience than our membership.

On a practical level I can share my experiences of promoting the Hayes Presidential Archives through developing major exhibits. In the past five years, we have mounted three major exhibits from our archival collections without spending a fortune. We have also had good success with our public workshops and speeches, and good relations with the media. As a Council member, I would do my best to promote and build upon the educational activities of SOA and make them an even bigger success.

GILLIAN MARSHAM HILL: Records Management Specialist and Archivist, Sinclair Community College, Dayton. Degrees: B.A. and M.A., Wright State University. Member: SOA; Miami Valley Archives Roundtable (Chair, 1995-); West Sussex Archives Society, England (Treasurer, 1983-1991); ARMA (Greater Dayton Chapter Secretary, 1995-).

As a member of SOA for several years, I have personally gained from the educational programs the Society provides, and from the opportunities to network with colleagues at conferences. I am fully committed to the Society's goals to serve the interests of both professional and amateur archivists, and I would welcome the chance to repay the Society for the help I have received. If elected to Council, I would bring the experience of many years of committee work for various organizations, both in this country and in England, and a proven ability to work well with other people.

I would encourage the recruitment of members from related information professions. As the records manager and archivist for Sinclair Community College, I am in the perfect position to understand how closely two of the information professions are connected. Organizations without an effective records management program have no means for a systematic transfer of records of historical value to the archives. Nowadays, as more institutional records move to an electronic format, it is crucial for the archivist

to receive education in electronic records management as well as in basic, traditional archival theory and practice, in order to ensure that evidence of an institution's organization, policies, operations, and activities survives to reach the archives. I would, therefore, also encourage the Society's efforts to continue to provide such educational opportunities for our members.

JAMES ODA: Archivist/local history coordinator, Flesh Public Library, Piqua; Director, Piqua Historical Society; Municipal Historian, City of Piqua. Degrees: B.A., History; M.A., History/Archival Management, both Wright State University. Member: SOA, Ohio Academy of History, Ohio Association of Historical Societies and Museums (President).

SOA has established an important role in the promotion of local, state, and national archival issues and questions. In the past, I have worked with numerous state and local organizations throughout Ohio to promote archival education, preservation, organization, funding, and professionalism. Working with both large and small institutions, as well as statewide professional organizations, has given me a unique perspective on archival methods, problems, and directions. I feel that I can effectively promote professionalism and cooperation across the entire spectrum of the archival field, for both the large and small institutions and for both the providers and users of archival services.

KERRIE A. ROMERO: Archivist/Preservation Officer, University of Dayton. Degrees: B.A., History, University of Dayton; M.A., History/Museum & Archival Management, Wright State University. Member: SOA, Miami Valley Archivists Roundtable, SAA, ACA.

As the only professional working in the University of Dayton Archives, I understand the need for Ohio archivists to have access to a forum such as SOA, where solutions to administrative, technical, and philosophical issues can be discussed with an experienced audience.

My skills and experience are primarily in the area of general archival administration. As the only professional, I am responsible for all aspects of the University of Dayton Archives, including outreach, acquisition, arrangement and description, preservation, reference and access.

I firmly believe that continuing education is the key to becoming a highly effective archival professional. The technological advances that are at the cutting edge must be evaluated and, when appropriate, utilized if the profession is to move forward in the era of information management.

As a Council member, I will keep in mind the interest of the archivist who works in a "one-person shop." I will also stress the importance of the development of professional archivists and continuing education and support SOA activities to further these objectives.

ROSTER OF THE OHIO HISTORICAL RECORDS ADVISORY BOARD

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Ohio Historical Records Advisory Board (OHRAB) Minutes

DECEMBER 7, 1995

A report of grant expenditures showed that the Board spent slightly more than half of the total grant funds from 1 December 1993 through 30 November 1995. NHPRC approved a twelve-month extension of the grant, through 30 November 1996. NHPRC did not fund the Archival Fellowship host institution application of the OHS and awarded only \$10,000 of the \$206,400 requested for the "Establishing the Ohio Electronic Records Archives" project. Pending proposals were from the Toledo Museum of Art and the Cincinnati Art Museum. Clarence Wunderlin, editor of the Robert A. Taft papers, was working on a grant proposal to NHPRC as yet not finalized.

Jonathan Dembo brought the register of the Nippert Collection of German Methodism. The Cincinnati Historical Society's recently completed project made the Nippert Collection the first CHS manuscript collection to be described in OCLC.

Elizabeth Nelson described the progress of the Ohio Historical Society's automation project, "Access Through Automation." Capital funding would allow the State Archives to accomplish the goals of its Electronic Records Initiative, for which full funding had been declined by NHPRC. The new electronic records archivist at OHS would work with an expanded State Archives staff to preserve and make accessible electronic public records.

Mike Lucas introduced "Walter," the new listserv administered by the State Library as a forum for news and issues related to documentary preservation in Ohio and named for Walter Brahm, for state librarian and a leader in preservation. (See elsewhere in this issue for more information on Walter.)

Barbara Floyd agreed to serve on a subcommittee to develop ideas for an OHRAB World Wide Web home page. A Web page would help increase awareness of the Board and the NHPRC grant program. Mike Lucas was also to be asked to serve on this committee.

George Parkinson asked for suggestions on what a survey of nongovernment records repositories should include. The Council of State Historical Records Coordinators will undertake a national survey in 1996 that will be a companion to the 1995 survey of government records repositories. The Board enthusiastically endorsed the concept of the survey, which will assess the condition of historical records programs in the state and will be the basis for a "State of the Ohio Record" report.

LISTSERV SAMPLER

ACCESS TO AN ORGANIZATION'S RECORDS

Problem: An organization refuses to let a researcher have access to the organization's records. What can the researcher do? **Responses:** "Lots of organizations have volunteer officers and you may find records of their work with that organization in their other professional files. One of my researchers was trying to get access to a professional organization's files with little success—only to find records of a ten-year period in our files, completely open. Gave me some thought, but I didn't think I should feel like I had to close that material. Or?" (*Deborah Wythe, Brooklyn Museum Archives*); "My humble opinion is that a private organization can do with its records pretty much whatever they want, including restricting access. Now the loophole is this. Does the organization receive 'public funds' (e.g. tax money, etc.)? In Florida, the University Foundations had always insisted that they were private entities. Several years ago, this was challenged and their records were forced open by the State under Public Records Laws." (*Dean DeBolt, University of West Florida, Pensacola*)

HOW TO STORE ARCHITECTURAL DRAWINGS

"My experience with architectural drawings that have been rolled up is that when you try to open them out to look at them, the paper is stressed and may tear. I store everything flat in map cases." (*Michelle Mears, Scott & White Hospital Archives, Temple, Texas*); "When a document's size prohibits flat storage, we will place the document(s) in an acid-free map folder and roll that up. We roll the tube somewhat loosely in order to put as little stress on the contents as possible." (*Carole Prietto, Washington University, St. Louis, Missouri*); "The Library of Virginia is in the process of organizing and preserving the papers of the landscape architect Charles F. Gillette (1886-1969). The proposed method of housing 5000 architectural drawings is to wrap the drawings around acid-free tubes five feet long and five inches in diameter which would then be covered with a mylar jacket, labeled with an end cap, and stored horizontally." (*Selden Richardson, Library of Virginia*)

ELECTRONIC RECORDS

The List had a long-winded, and sometimes acrimonious, discussion about electronic records and computers. Some comments: "How many institutions (archival, records centers) are undertaking the enormous learn-

ing curves, expense, and labor-intensive effort to migrate data from one sophisticated system to another? Or are REALLY prepared to do so—not merely planning to do so?" (*Ed Southern, N.C. Division of Archives and History*); "I think we 'should' be concerned that the electronic record for the past 30 years has largely vanished, and that a vast pool of current more substantive data is also disappearing. Anyone who is collecting materials external to their own institutions knows that electronic records are rapidly becoming the primary means of communication and that the paper trail is becoming thinner and less historically significant." (*Bruce Montgomery, Univ. of Colorado*); "The bottom line is that there is difficult and expensive work to be done in maintaining electronic records long-term. Somebody has to do it, and sorting out who is in the best position technically and financially to do it will take time." (*Mike Miller, US Environmental Protection Agency*); "We have already lost a large segment of the electronic information that was produced in the three previous decades, but in most cases the administrators who created the records didn't feel they had sufficient VALUE to justify the costs of upgrading or migrating. That's how the records got in the basement to begin with. How do we convince administrators that they should include archival preservation as one of the functional requirements of their next information system?" (*Rob Spindler, Arizona State University Libraries*)

INSURANCE

Problem: How should an organization insure a historical collection? **Response:** "We carry hefty insurance on recovery costs in case of a disaster. We have specified a list of treasures (paper and parchment) for which we would want the nth degree of conservation work. For the balance of the records and for the microfilm collection, we insure for a lesser degree of conservation work, such as reprocessing and drying the film and freeze-drying of paper. We considered insurance on the monetary value of the collection; but discarded the idea because it would be expensive, would probably require appraisals, and would, ultimately, be pointless for unique items. We opted to put our dollars into recovery from disasters." (*George L. Vogt, SC Dept of Archives and History*)

LOANS

Problem: How to draw up a permanent loan agreement. **Responses:** "This type of 'gift' is fraught with problems, because you're basically dealing with a contradiction in terms. Here we do not accept anything on permanent loan. The only way we accept something that is not ours is by a deposit arrangement good for one five-year term, renewable for one more five-year term. After that, the person either gives it to us or gets it back.

While the material is in our possession, we don't process it, catalogue it, or do anything unless the 'donor' pays the freight for doing the work." (*Everett C. Wilkie, Jr., Connecticut Historical Society*); "As for 'permanent loan,' it's aint no such thing. It's either a gift or a loan. I suspect that 'permanent loan' came about as a way to soothe givers who couldn't quite bring themselves to let go—an interesting bit of semantic razzmatazz." (*Clark Center, University of Alabama*)

ADVICE FOR STUDENTS

"My two cents regarding choosing the archival profession as a career falls in two categories—what to do while you are in school and what to do in looking for your first job.

School: 1. Get a good grounding in history and its methodologies 2. Obtain the broadest possible archival education—history of archives, archival theory, archival practice, management, different media, etc. 3. Learn as much as you can about electronic records and new technology—learn DP language so you can talk to vendors and DP administrators. 4. Get as much hands on experience as possible through internships, practica, student jobs, etc. 5. Attend local, regional, and national archival meetings and meet as many archivists as you can. 6. Don't expect to get rich. **Looking for your first job:** 1. Be open to working in any/all types of institutions with any/all types of records. 2. Be willing to move for a period of time to places you do not necessarily want to live. 3. Try to find your first job in a large institution where you will get the best possible supervision and the best possible training in all archival functions." (*Scott Cline, Seattle Municipal Archives*)

Anne Wittekind
Cincinnati Historical Society

OHIOARV, our listserv

OHIOARV, established through the efforts of Rai Goerler at Ohio State University in the spring of 1994, serves as a means for Ohio information professionals to communicate quickly on matters of importance. Originally set up to facilitate access to the latest news on Ohio legislative issues affecting records repositories, it also serves to disseminate news on national records legislation, SOA projects, job openings, Ohio archival outreach (Archives Week), and many other topics. Unlike the larger listservs, your postings will reach their audience in a matter of minutes!

The address for COMMANDS ONLY is: listserv@lists.acs.ohio-state.edu. (The command to subscribe is: `subscribe ohioarv [firstname][surname]`. You can put anything on the subject line.) The address for POSTINGS ONLY is: ohioarv@lists.acs.ohio-state.edu. When you subscribe, you will also receive an acknowledgment and a full list of instructions for using the listserv. ■

NEWS NOTES

Jacob Rader Marcus, a noted rabbi and historian who founded the **American Jewish Archives** at Hebrew Union College in Cincinnati, died at the age of 99 on November 14 at his home in Cincinnati. Mr. Marcus had been involved with the Cincinnati-based college since his enrollment as a student at age 15 in 1911. He was ordained a rabbi in 1920, a year after returning from the Army, and was appointed to the college faculty the same year, retaining this appointment until his death. He received a doctorate in history *magna cum laude* from the University of Berlin in 1925.

Along with Salo Baron, Mr. Marcus is considered the person most responsible for developing the study and writing of American Jewish history into a college-level academic discipline. In the early 1940s he conducted the first graduate-level seminar in American Jewish history ever taught in a university. He also began writing and editing the first of over 20 books which helped earn him the rank of dean of American Jewish history. One of his many appointments was as president of the American Jewish Historical Society, and he also served as chair of the editorial board of the Jewish Publication Society of America. His work brought Mr. Marcus numerous awards, including the Sachs Fund prize for his four-volume work *The History of Jewish People in the United States*.

Perhaps Marcus' most significant achievement, however, was his founding in 1947 of the American Jewish Archives. In establishing the AJA, he preserved many records of American Jewry that undoubtedly would otherwise have been lost. Equally important, he created an institution dedicated to research and scholarship in American Jewish history, stressed the importance of preserving the Jewish documentary heritage, and in so doing, he legitimized the study of American Jewish history. He taught hundreds of rabbis who serve throughout the world, and continued teaching until the last year of his life, according to Dean Ken Ehrlich of the college, "and when he was too weak to teach at the college, the students came to his home." As a final tribute, the Hebrew Union College-Jewish Institute of Religion's Board of Governors voted unanimously to rename the AJA in his honor as the **Jacob R. Marcus Center for the American Jewish Archives**.

On November 1, 1995, the **Cincinnati Historical Society** opened MSS. 873, the Bethesda Hospital and Deaconess Association/Rev. Louis and Ida E. Nippert Memorial Library and Museum of German Methodism in America and Germany records, dating

from circa 1779 to 1974 (the bulk from 1830-1955). (When citing the collection please use "the Nippert Collection of German Methodism" for brevity.)

This collection of about 350 cu. ft. of records contains conference minutes and calendars, correspondence, essays, sermons, clippings, biographical sketches, baptismal, marriage and death records, periodicals, photos, and architectural drawings. The material relates to conferences, institutions, and individuals in the German Methodist Church in the U.S., Germany, Switzerland and China. It will be of great interest to anyone interested in the history of German Methodism, the Methodist Church, German immigration to the U.S., German-American genealogy, and the impact of German-Americans on Germany through two world wars and reunification.

The collection has been processed over two years with the support of a grant from NHPRC, allowing the hiring of two project staff members. In addition, an average of ten volunteers assisted the paid staff by translating and transcribing the old German script into modern German and English.

The collection was begun by Christian Golder, founder of Bethesda Hospital in Cincinnati in the 1870s. He transferred the collection to the Bethesda Hospital and Deaconess Association in 1913. In 1950, Alfred K. Nippert funded the construction of a library to house the collection as a memorial to his parents, Louis and Ida E. Nippert. In 1971, the hospital transferred the collection to the Cincinnati Historical Society.

For information on the collection and a special order form for Nippert materials, contact Jonathan Dembo, Archivist at 513/287-7068 (FAX 513/287-7095).

Ohio University's Special Collections Department has received a number of important new accessions, including: about 25 letters and cards from author Henry Miller (circa 1946-1968); organizational files from the Grey Panthers of Southeast Ohio (1970s-1980s); and about 75 letters home from local physician William Parker Johnson, who served in the 18th Ohio Volunteer Infantry during the Civil War. Johnson, as a state legislator after the war, is touted as the "father" of the former Athens Insane Asylum, which a number of us visited during the fall meeting.

The OU staff was involved with the publication of a transcribed oral history that in October became the two millionth volume at the Ohio University Libraries: *John C. Baker: An Oral History*. Baker, who turned 100 in October, was president of Ohio University from 1945 to 1961.

Staff was also involved with Ohio University's exhibit on the Cornelius Ryan Collection at the National Press Club in Washington, D.C., in February, 1996.

A Bulgarian student, Irina Lyubomirova Ognyanova, is a visiting scholar at **Ohio University** for the 1995-1996 academic year. Her interest is in the field of Croatian history, and her dissertation topic is "Ustasha Nationalism and the Catholic Church in Croatia during the Second World War." A great part of the Ustasha emigration was concentrated in America in the interwar period and especially after the end of World War II, which would lead to expectations of finding some Ustasha materials in the U.S. which are not available in Croatia. She is looking for literature and other source materials on Croatia and Yugoslavia during the war and would appreciate being put in touch with any Croatian or American historians who can help in finding bibliographic sources, archival collections, and persons with personal knowledge of Croatian history during the war. She has covered the National Archives and the State Department but hopes to find more centers of Yugoslav studies, a Croatian studies association (if it exists), and any repositories holding material which could be useful. If you have such material, please email her at csc02@oak.cats.ohiou.edu or call Irina at 614/594-6908; or you can email Doug McCabe at mccabe@ouvaxa.cats.ohiou.edu.

Staff at the **Ohio Historical Society** are making significant headway in a multi-year project to catalog the State Archives of Ohio, having added more than 1000 machine-readable bibliographic entries to the OCLC database since the work began in April 1995. Record series cataloged over the past twelve months include those created by the Adjutant General, the Attorney General, the Auditor of State, and the Departments of Education, Agriculture and Administrative Services. A number of federal land office records, 19th-century Ohio-related materials recently transferred from the Auditor's office to the Ohio Historical Society, were also cataloged. Once added to the OCLC database, bibliographic records describing the state archives are accessible to researchers using OhioLINK, the computer network linking the State Library of Ohio and the library systems of the state's universities and community colleges. Plans call for these records to be made available to a wider audience of Ohioans as OPLIN, SchoolNet, and other elements of the state's online information infrastructure are developed.

Other parts of the Ohio Historical Society's

"Access through Automation" initiative, of which the cataloging project is just one part, also continue to move forward vigorously. Retrospective conversion of the Society's printed materials card catalog began last fall. The first phase of the project, during which OCLC will convert upwards of 40,000 bibliographic records to machine-readable format, is expected to be completed by the end of the year. Staff of the Archives/Library Division began preparing State Archives Series 147 (Civil War records of the Ohio Adjutant General) for scanning, with work on the third volume of the Adjutant General's wartime correspondence currently in progress. These and other equally important government records, as well as a core group of key historical photographs, will form part of OHS's full-text database of digitized documents, all of which will eventually be accessible to researchers through the Ohio Department of Administrative Services telecommunications network.

Over the past year, OHS staff members met on a regular basis with Greg Byerly, associate professor at the School of Library and Information Science, Kent State University, who is serving as an automation consultant to the Archives/Library Division. The Division's charge to Byerly includes: 1) preparing a long-range automation plan that will enable the Society to participate effectively in OPLIN (the Ohio Public Library Information Network) and to play a meaningful role in other components of Ohio's rapidly developing online systems and information programs and 2) guiding a process (expected to be completed by this summer) whereby the Archives/Library Division will select an automation system that will efficiently serve both staff and visiting researchers as well as those accessing the OHS database from remote locations throughout the state and nationwide. Byerly, who served as the director of library systems for OhioLINK and most recently coordinated planning efforts for the OPLIN project, completed a preliminary automation plan for the Archives/Library Division in November 1995.

A long-awaited renovation of the main reading room and adjacent offices and work areas on the third floor of the Ohio Historical Center is scheduled to take place during the spring and summer months of 1996. The State Archives of Ohio and the library collections of the OHS will remain available to researchers during regular hours while this major rehab work is in progress. The historical center's redesigned facility, which will provide greater efficiencies in both public service and collection management, will also

include an audiovisual viewing area and a new self-service microfilm reading room.

Using WINSLO, the State Library of Ohio server, the Archives/Library Division recently established a home page on the World Wide Web—<http://winslo.ohio.gov/ohswww/ohshome.html>. Currently composed of more than four hundred data files, the home page includes information on the Division's collections and research services, as well as the Society's sites and educational programs.

Recent accessions of the Ohio Historical Society include office files (1971-1974) of Gov. John Gilligan; director's files (1985-1990) of the Department of Mental Health; registration files (1918-1922) of the Bureau of Motor Vehicles; deed records (1837-1977) of the Auditor of State; regimental rosters (1882-1898) of the Adjutant General; death certificates (1937-1944) of the Department of Health; and general subject files (1970-

Electronic Records Archivist Janet Carleton and Louise Tompkins Jones, head of the Division's Research Services Department.

Manuscript collections and local government records recently acquired by the **Youngstown Historical Center of Industry and Labor** of OHS include the papers (1935-1980) of Clingan Jackson, state legislator and long-time reporter and political editor for the *Youngstown Vindicator*; the papers (1979-1993) of Harry Meshel, state senator and chairman of the Ohio Democratic Party; the archives (1928-1995) of the Youngstown Welding and Engineering Company; and the Criminal Record (1847-1867) and Partition Record (1858-1864) of the Mahoning County Court of Common Pleas.

The Mahoning Valley Historical Society

reports some significant accessions. In October, the founders of the Jewish Archives of the Youngstown Area Jewish Federation turned over their materials to the Society. The collection includes about 90 cubic feet of organizational, family and community-related books, papers, records, photographs and ephemera. A large portion of the collection is already accessible for research through the card file system originally set up and used by the Jewish Archives.

The Society's archives provided 250 images for the recent publication of a pictorial history book entitled *Mahoning Memories: a History of Youngstown and Mahoning County*, written by Frederick J. Blue, William D. Jenkins, and the Society's own H. William Lawson and Joan M. Reedy. This publication

combines a concise and informative text with photographs to convey an overview of people and events that have contributed to the Mahoning Valley's development over the last 200 years. Produced as part of the commemoration of Youngstown's 200th and Mahoning County's 150th anniversaries in 1996, this book may be purchased through the Mahoning Valley Historical Society (tel: 216/743-2589).

Effective February 13, the **Case Western Reserve University Archives** has moved from its location in the Quail Building on the CWRU campus to the University West Building, Room 2, 11000 Cedar Avenue, Cleveland, Ohio 44106. The reference phone number continues to be 216/368-3320, but the new FAX number is 216/368-0482. Following a



Franklin Delano Roosevelt, Orville Wright and James Cox at Wright Field, 1940.

WRIGHT COLLECTION, WRIGHT STATE UNIVERSITY

1990) and environmental law case files (1972-1985) of the Attorney General.

NHPRC awarded a \$10,000 grant to the Archives/Library Division of OHS in support of its rapidly expanding automation program. During the six-month grant period, which runs from March through August 1996, Margaret Hedstrom, associate professor at the School of Library and Information Science at the University of Michigan, will meet with the Division's government records staff, review and evaluate draft copies of the *Ohio Electronic Records Manual*, and prepare a consultant's report setting out those steps necessary to establish the Ohio Electronic Records Archives—an easily accessible, multi-agency database that is expected to become a key element of the State Archives of Ohio.

New staff members joining the Archives/Library Division of OHS this past January are

temporary suspension of reference and circulation, hours in the reading room remain as follows: Monday through Friday, 8:45 a.m. to 12:00 noon and 1:00 to 4:45 p.m. Good luck to our colleagues in the new location!

Judith G. Cetina, Ph.D., of the **Cuyahoga County Archives**, has been honored with a seldom-presented Sons of the American Revolution Martha Washington Medal, along with Barbara Thatcher Williams of Lyndhurst. The women are saluted for outstanding service to the community and for interests shared in ongoing SAR projects. Dr. Cetina has for ten years directed daily operations of the county archives, "one of the area's best kept secrets," which has become ever busier as citizens seek their roots as related to heredity, geography and commerce, in the county's inactive records, some going back to the early 19th century. Dr. Cetina speaks frequently at various events promoting family research. She and the Archives staff are consistently helpful in citizens' research as the extensive records "show a slice of life, both humorous and tragic and provide a sense of the kind of individuals who populated the community." From the time Dr. Cetina, Phi Beta Kappa, graduated *magna cum laude* from Case Western Reserve with a B.A. degree—the M.A. and Ph.D. followed—she has compiled an outstanding record of accomplishments in her profession as a researcher, curator, fellow and manager, both in employment posts and as a member/leader in half a dozen related groups. She is a published author and reviewer and has been profiled in local media.

The **Oberlin College Archives** has published a new book, *Guide to the Architectural Records in the Oberlin College Archives*. Roland Baumann, archivist, was the general editor and also served as a compiler along with Jessica Broadwell and Michael Morgenstern. This reference tool describes resources available for studying the development of the built environment at Oberlin College, from the Richardsonian Romanesque of the 1880s to contemporary Post-modernism. The entries include: collection title, with dates and quantity figures; administrative histories and biographical sketches (some entries have historical notes); and a scope and content note summarizing the extent and depth of the holding. The book is 128 pages long and is indexed. The price until May 1 is \$15.95, and all proceeds go to the Gertrude F. Jacob Archival Publications Fund at Oberlin College. Contact the Archives for further information (216/775-8014).

In November 1995, the **Allen County Historical Society** received from Mrs. Nola Cook approximately 1350 negatives

of various railroad locomotives and rolling stock and assorted railroad documentary items from the collection of her late husband, Richard Cook. The majority of the collection concerns the New York Central Railroad and the Nickel Plate Road, from 1936 to 1965. Also included are images from the Akron, Canton & Youngstown Railroad, the Baltimore and Ohio Railroad, the Pennsylvania Railroad, and rare and abandoned lines such as the Buffalo Creek and Gauley Railroad and the Bellefonte Central. The majority of the negatives date from the 1940s through the 1950s. Information about the Richard Cook Collection and the rest of the Allen County Historical Society's extensive railroad collection can be obtained by contacting Assistant Curator Charles Bates. The Society is located at the Allen County Museum, 620 West Market St., Lima, OH 45801 (419/222-9426).

The **Ohio Genealogical Society Library** in Mansfield has appointed a full-time librarian, Elizabeth Glasgow of Boardman, Ohio. Ms. Glasgow will be responsible for cataloging and computerizing the Society's extensive book and archival collection in the coming years.



The National Union Catalog of Manuscript Collections

Last October, your editor received a plea from Tony Gonzales of the Library of Congress to publicize the NUCMC's new home page and help seek out archives and manuscript repositories which are eligible for participation in the new (downsized) effort to publicize archival holdings of smaller repositories.

NUCMC continues to identify repositories in the U.S. and territories which are open to the public but lack the capability to catalog their collections on RLIN, OCLC, or other national databases. When supplied with data, NUCMC catalogs create bibliographic records for these collections and establish name and subject authority headings. This information then goes to OCLC, giving access to descriptions and locations to researchers on RLIN and OCLC around the world. For participation or information, contact the NUCMC Team, Special Materials Cataloging Division, Library of Congress, Washington, DC. 20540-4375 (tel: 202/707-7954; FAX: 202/707-7161; Internet: nucmc@mail.loc.gov).

NUCMC's new Web page includes hundreds of links to NUCMC resources and to other Library of Congress activities, as well as to home pages of repositories, organizations, bibliographic utilities, grant agencies, etc. The URL of the page is <http://lcweb.loc.gov/coll/nucmc/nucmc.html>.

CALENDAR OF EVENTS

APRIL 18-19: SOA spring meeting, Ohio Historical Society, Columbus. See front page for more information.

MAY 2-4: MAC spring meeting, Midland Hotel, Chicago. Contact Brenda Nelson-Strauss, Chicago Symphony Archives (tel: 312/435-8129; email: strauss@chicagosymph.org) or Nancy Webster, Chicago Historical Society (tel: 312/642-5053 x313; FAX: 312/642-2077).

JULY 17-20: NAGARA annual meeting, Washington, DC.—"Strategic Alliances and Partnerships." Contact Steve Grandin, NAGARA Publications and Membership Services Office, 48 Howard St., Albany, NY 12207 (tel: 518/463-8644; FAX: 518/463-8656).

AUGUST 27—SEPTEMBER 1: SAA annual meeting, Sheraton Harbor Island Hotel, San Diego. Contact SAA's meeting planner (tel: 312/922-0140; FAX: 312/347-1452; email: dmills@saa.mhs.compuserve.com).

SEPTEMBER 26-27: SOA fall meeting at Hayes Center, Fremont. Contact Barbara Floyd, University of Toledo (tel: 419/537-2170; FAX: 419/537-2726; email: lbr0008@uoft01.toledo.edu).

OCTOBER 1-13: Oral History Association annual meeting, Philadelphia. Contact Rebecca Sharpless, Exec. Sec'y, Baylor University, PO Box 97234, Waco, TX 76798-7234 (email: OHA_Support@Baylor.edu).

OCTOBER 20-26: Archives Week in Ohio. Contact George Bain, 614/593-2710.

OCTOBER 22-25: ARMA International annual conference, Nashville. Contact ARMA at tel: 800/422-2762.

The Society of Ohio Archivists was founded in 1968 to promote on a statewide basis the exchange of information, improvement of professional competence, and coordination of activities of archives and manuscript repositories. Membership is open to all interested persons, particularly archivists, manuscript curators, librarians, records managers, and historians. The Society holds two meetings each year and publishes *The Ohio Archivist* biannually.

Individual memberships are \$10.00 per year (\$15.00 institutional; \$5.00 student). Persons interested in joining the SOA should mail a check or money order made payable to the Society of Ohio Archivists to Diane Mallstrom, Secretary-Treasurer SOA, Kappa Kappa Gamma Fraternity, 530 East Town St., P.O. Box 38, Columbus, OH 43210.

THE OHIO ARCHIVIST is a semi-annual publication of the Society of Ohio Archivists. The editors encourage the submission of articles relating to all aspects of the archival profession as well as information concerning archival activities in the state of Ohio. Submission deadlines are February 1 for the Spring number and July 1 for the Autumn number. All materials should be directed to:

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